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DESCRIPTORS Academic Libraries: *College Libraries: College Students: Higher Education: *Information Seeking: *Library Guides: *Reference Materials: Researchers: *Resource Materials

ABSTRACT

This group of 13 library guides, designed to introduce the student to some of the bibliographical tools available in various subject areas at Fogler Library, is not intended to be a complete listing, but rather a selective introduction to the many sources of information available to the beginning researcher. Information is provided on the use of the card catalog, Library of Congress subject headings, call numbers, and Dewey Decimal Classification related to the specific topic being presented. The researcher is further directed to atlases, bibliographies, biographical sources, dictionaries, dissertations, government publications, handbooks, indexes and abstracts, manuscripts, microforms, newspapers and periodicals, style manuals, audiovisual sources, yearbooks and other reference materials. Subjects included in this group are American History, Anthropology-Folklore, Business Administration, Education, English, Food Science, French, German, Music, Philosophy, Political Science, Psychology, and Sociology. (RAA)

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Guide to Sources: AMERICAN HISTORY, ANTHROPOLOGY, FOLKLORE, BUSINESS ADMINISTRATION, EDUCATION, ENGLISH, FOOD SCIENCE, FRENCH, GERMAN, MUSIC, PHILOSOPHY, POLITICAL SCIENCE, PSYCHOLOGY AND SOCIOLOGY.

University of Maine: Raymond H. Fogler Library

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UMO

GUIDE TO SOURCES: AMERICAN HISTORY

SCOPE

This guide is designed to introduce the student to some of the major bibliographic tools in American history found in Fogler Library. It is by no means intended to be a complete list, but rather a selective introduction to the many sources of information available to the beginning researcher.

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CARD CATALOG

Access to books and other library materials can be gained by using the card catalog which functions as an index to a major portion of the resources found in Fogler Library.

SUBJECT HEADINGS

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings relating to American history. A few examples are noted below:

CONFEDERATE STATES OF AMERICA
FRONTIER AND PIONEER LIFE
MAINE-HISTORY
POPULISM
PURITANS
UNITED STATES-HISTORY-WAR OF 1898

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress (LC) classification system which is based upon letter and number combinations. An LC call number is illustrated below.

Ref	Location symbol-Indicates the book is shelved in Reference
E	Class - History: America
186	Subclass - Colonial history
S79	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal Classification (DDC) which was used in Fogler Library prior to 1967. These books, though older, may still be useful. All call numbers, LC or DDC,

CALL NUMBERS AND CLASSIFICATION (Cont.)

are on the upper left corner of the catalog card. Large yellow charts give the stack location of books bearing the numbers.

LC CLASSIFICATION OUTLINE FOR AMERICAN HISTORY

E	11-29	America (General)
	31-46	North America
	51-99	Indians. Indians of North America
	101-135	Discovery of America and early explorations
		United States (General)
	184-185	Elements in the population
	185	Negroes
	186-199	Colonial history
	201-298	Revolution
	301-453	Revolution to the Civil War
	351-364	War of 1812
	401-415	War with Mexico
	441-453	Slavery
	456-655	Civil War
	482-489	Confederate States of America
	660-738	Late nineteenth century
	714-735	Spanish-American War
	740-	Twentieth century
F	1-975	United States local history
	1001-1140	British America. Canada
	1201-1392	Mexico

BIBLIOGRAPHIES

There are numerous publications which function as guides to the literature of American history. Critical or annotated bibliographies are frequently useful in choosing and evaluating material on a particular topic. A *few* of the more useful bibliographic guides are identified below.

Reference Desk
Ref Z 6201 A55
American Historical Association. Guide to Historical Literature. 1961.
One of the standard guides to world history. A well annotated bibliography of treatises and source materials arranged by geographic area and topic. Section on the Americas can be profitable.

Ref Z 1236 A1 B4 1973
Beers, Henry Putney. Bibliographies in American History: Guide to Materials for Research. 1973 reprint of 1942 ed.
A preferred, though dated, guide to bibliographies in American history. Unannotated classified listing of over 11,000 titles covering the whole range of American history from general aids and the colonial period to cartography and genealogy.

BIBLIOGRAPHIES (Cont.)

Ref Z 1236 L331
Writings on American History, (1902-1960). Annual. 1904-1972.
Indispensible annual bibliography attempting to note all books and articles of value for the study of U.S. history. Many annotations. Some publishing irregularities and alterations in scope and format through the years. The 1961 volume is expected to be the last in this series.

Ref Z 1236 L332
Writings on American History: A Subject Bibliography of Articles (1962-). Annual. 1974+
An important serial bibliography which attempts to fill part of the vacuum created by the demise of the earlier Writings. Based largely upon the "Recently Published Articles" section of the American Historical Review. No annotations. More recent volumes have included some dissertations. Coverage may expand in the future.

ATLASES

Ref G 1201 S1 J3 1978
Jackson, Kenneth T., ed. Atlas of American History. rev. ed., 1978.
May be used to locate places mentioned in the Dictionary of American History. Emphasizes exploration, the frontier, territorial organization, and extension of communications. Original 1943 edition edited by James Truslow Adams.

Ref Folio G 1201 S1P32
Paullin, Charles O. Atlas of the Historical Geography of the United States. 1932.
Encompases exploration, Indians, population and settlement, politics, cultural development, economic history, city plans,world relationships, military history, and the natural environment. Descriptive text and reproductions of old maps also included.

BIOGRAPHICAL SOURCES

Ref E 176 A65
Appleton's Cyclopaedia of American Biography. 6 vols. 1887 - 1889.
Substantial articles on notable nonliving Americans and foreigners closely tied to U.S. history. Entries sometimes inaccurate but useful for personalities not included in the Dictionary of American Biography.

Ref E 176 D56
Dictionary of American Biography. 21 vols. 1943 reprint of 1928 - 1937 ed.
5 Supplements, 1944 - 1977.
Scholarly biographical studies of prominent people of all periods who lived in the United States. Does not include living persons. Provides coverage up to 1955.

Ref E 176 N28
National Cyclopedia of American Biography. 57 vols. 1891 - 1977.
The most comprehensive U.S. biographical series. Fairly lengthy articles. Less selective and less objective then the Dictionary of American Biography. First 50 vols. on microfiche.

BIBLIOGRAPHIES (Cont.)

Ref Z 1236 N4
Bibliographic Guide to North American History. Annual. 1977+
Preface: Lists "... publications cataloged by The Research Libraries of the New York Public Library and the Library of Congress for thorough subject coverage." Promises to be an important new bibliographic series.

Reference Desk
Ref Z 1236 H27 1974
Freidel, Frank, ed. Harvard Guide to American History. 2 vols. rev. ed., 1974.
The basic working bibliography for American history. Encompases economic, social, scientific, cultural, diplomatic, and political history as well as research methodology and personal records. Covers books and journal articles. Vol. 1 is largely topical, vol. 2 chronological. Name and subject indexes.

Ref Z 1291 C65 1977
Haskell, John D. Jr., ed. Maine: A Bibliography of Its History. 1977.
Recent comprehensive bibliography organized by geographic unit. Cut-off date for listings is December 1975. Maine is considered in terms of its present boundaries. Subject access via index.

Ref Z 1250 U59 1975
Kaminkov, Marion J., ed. United States Local Histories in the Library of Congress. 4 vols. 1975.
This bibliography is the modified shelf list of the Library of Congress's local history collection - the best such collection in existence. Entries arranged by state on a regional basis.

Ref Z 6201 P65
Poulton, Helen J. Historian's Handbook. 1972.
A guide to basic reference sources in all areas of history. Excellent starting point for the student or beginning researcher.

Ref Z 1035.1 S43 1975
Sheehy, Eugene P. Guide to Reference Books. 9th ed., 1976.
Authorative guide to reference materials in all subject fields including American studies. Helpful annotations and index. Heavily used by reference librarians.

Ref Z 1215 U53
U.S. Library of Congress. Guide to the Study of the United States of America. 1960. Supplement, 1976.
Subtitle: "Representative books reflecting the development of American life and thought." 32 chapters in the base volume on such topics as population, travel, entertainment, religion, sports, art, medicine, and military history cover over 6,400 titles. Annotations. Supplement brings coverage up to 1965.

BIOGRAPHICAL SOURCES (Cont.)

Ref E 663 W54
Who Was Who In America: Historical Volume 1607 - 1896. 1967.
Who Was Who In America. 1942+
Concise biographical sketches of deceased individuals who made a significant contribution to U.S. history. Includes Americans and citizens from foreign countries.

Ref F 3 W61
Who's Who In New England. 4 vols. 1909 - 1940.
Brief biographical entries for leading New Englanders.

DISSERTATIONS

Ref AS 30 M5
Dissertation Abstracts International. Monthly. 1938+
Abstracts of dissertations submitted to University Microfilms International by a varying number of institutions. Subject and author indexes.

Ref Z 6201 K8
Kuehl, Warren F., ed. Dissertations in History. 2 vols. 1965 - 1972.
Subtitle: "An Index to Dissertations Completed in History Departments of United States & Canadian Universities." Covers the period from 1873 to June 1970.

ENCYCLOPEDIAS, DICTIONARIES, HANDBOOKS, ETC.

E 173 A793
Annals of America. 20 vols. 1968 - 1971.
A chronological encyclopedia made up of reprinted original source materials.

Ref E 173 C66 1968
Commager, Henry Steele, ed. Documents of American History. 8th ed., 1968.
Compilation of noteworthy documents from 1492 to 1966. Includes charters, court cases, acts, constitutions, speeches, proclamations, etc. Convenient source.

Ref E 174 A43 1976
Dictionary of American History. 8 vols. rev. ed., 1976.
Clear, concise articles on all aspects of American history except biography. Very brief bibliographies. Recently revised. James Truslow Adams edited the 1st edition.

Reference Desk
Ref. HA 202 B87 1975
Historical Statistics of the United States. 2 vols. 1975.
Comparative historical statistics from colonial times to 1970.

Ref E 174 J6
Johnson, Thomas H. Oxford Companion to American History. 1966.
Handy one volume source providing brief articles on lives, events, activities, and places prominent in American history.

ENCYCLOPEDIAS, DICTIONARIES, HANDBOOKS, ETC. (Cont.)

Ref E 174.5 M847 1976
Morris, Richard B., ed. Encyclopedia of American History.
Bicentennial ed., 1976.
More a handbook of chronology than a conventional encyclopedia.

MANUSCRIPTS

Ref CD 3022 A45
Hamer, Philip M., ed. Guide to Archives and Manuscripts in the United States. 1961.
Not a union catalog or complete listing but a guide to 1,300 depositories and 20,000 collections of archival and manuscript holdings in the United States and its territories.

Ref Z 6620 U5 N3
National Union Catalog of Manuscript Collections. 1959 - 1961+
National register of manuscript collections found in repositories throughout the U.S. Collections listed include letters, memoranda, accounts, diaries, log books, drafts, and since 1970 oral history interview transcripts and sound recordings.

MICROFORM RESEARCH COLLECTIONS

Am3 (Microform Room)
American Culture 1493 - 1875.
The Bibliography of American Culture (Ref Z 1215 A585) edited by David R. Weimer was published in 1957 as a list of basic source materials for the study of American civilization and to encourage interdisciplinary work in American culture. The complete text of most titles listed in Weimer which were originally published before 1800 is available on microfilm as American Culture Series I. This collection offers a broad survey of American culture from the first printed accounts up to the beginning of the 19th century. American Culture Series II furnishes the text of 5,000 books and pamphlets in the humanities, social sciences, and natural and physical sciences originally published between 1801 and 1875 and now largely inaccessible. Many items in Weimer which were reprinted or revised after 1900 are not incorporated in the microfilm series as they are generally available elsewhere. Guides for using the American Culture 1493 - 1875 collections are available in Reference.

Microform Room
American Periodicals Series: 18th Century.
Microfilm collection of 88 serial titles covering the 18th century beginning in 1741.

Microform Desk
Early American Imprints, 1639 - 1800.
The most important general list of early American publications is Charles Evans' American Bibliography covering the period 1639 to 1800. Evans encompases books, pamphlets, and periodicals in a chronological arrangement. The complete text of 42,000 of these items has been reproduced on microcards which are available in the Microform Room. The cards are identified and arranged by numbers found in Evans (Ref Z 1215 E92) and Roger Bristol's supplement to Evans (Ref Z1215 E92 Supp.). These bibliographies contain author, classified subject, and printer/publisher indexes.

MICROFORM RESEARCH COLLECTIONS (Cont.)

Microform Desk
Early American Imprints, Second Series. 1801 - 1819.
American Bibliography: A Preliminary Checklist for 1801 - 1819 by Ralph R. Shaw and Richard H. Shoemaker (Ref Z 1215 S48) is intended to be the first step in covering the period in U.S. national bibliography between 1800 when Evans stops and 1820. 50,000 titles from this bibliography up through 1805 are available on microcards in the Microform Room. Access is by identification numbers found in Shaw and Shoemaker. Shaw and Shoemaker contain title and author indexes.

Microform Desk
Early American Newspapers, 1704 - 1820.
This collection consists of microcard reproductions of obtainable issues of newspapers listed in Clarence S. Brigham's History and Bibliography of American Newspapers, 1690 - 1820 (Ref Z 6951 B86). Each newspaper included in this collection is listed by title in the Library's Card Catalog.

R 245 (Microform Room)
Records of the States of the United States.
An extensive microfilm collection of early state records particularly rich in the colonial and early national periods. It includes reproductions of legislative, legal, constitutional, court, executive, and administrative records. The Library does not own all of the microfilm in this series. A Guide to the Microfilm Collection of Early State Records (Ref Z 1223.5 Al U47) and its supplement serve as an index to this material and indicate Fogler's holdings.

NEWSPAPERS

Ref Z 6945 A53
Gregory, Winifred, ed. American Newspapers, 1821 - 1936. 1937.
Reports the holdings of newspapers from 1821 to 1936 found in over 5,000 repositories throughout the United States and Canada. Arranged geographically by place of publication.

Ref Z 6951 B86
Brigham, Clarence S. History and Bibliography of American Newspapers, 1690 - 1820. 2 vols. 1947.
A geographical listing of 2,120 newspapers published between 1690 and 1820 together with holdings information for depositories through the country.

STYLE MANUALS

Reference Desk
Ref LB 2369 C3 1974
Campbell, William G. and Stephen V. Ballou. Form and Style; Theses, Reports, Term Papers. 4th ed., 1974.
A standard guide.

Reference Desk
Ref LB 2369 T8 1973
Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed., 1973.
One of the most popular manuals. Helpful for graduates.

STYLE MANUALS (Cont.)

Reference Desk
Ref LB 2369 T82 1976
Turabian, Kate L. Student's Guide for Writing College Papers.
3rd ed., 1976.
Convenient guide for undergraduates.

INDEXES AND ABSTRACTS

The latest information on many topics, and often the only information on recent developments, will be found in periodical literature or related publications such as official documents, conference proceedings, and pamphlets. Such publications are generally inaccessible through the card catalog. Indexes and abstracts are the keys to this type of literature. An index is usually arranged by subject and provides a citation to a particular article. An abstracting service offers similar information but includes a short summary or description of the article. The indexes and abstracts described below should be of particular interest to the student of American history. Most of them are located in the Index Room which is adjacent to the Reference Room.

Index E 31 A48
America History and Life. 1964+
Provides abstracts and bibliographic citations of articles concerning the history and culture of the United States and Canada.

Index D 299 H5
Historical Abstracts. 1955+
Offers abstracts and bibliographic references for articles on political, diplomatic, economic, social, cultural, and intellectual history from 1775 - 1945 found in worldwide journals. Materials of largely local interest not included. The United States and Canada are excluded after 1964.

Index AI 3 H85 (Index Table - Reference Room)
Humanities Index. 1974+
Index to scholarly English language periodical literature in such subject fields as history, area studies, archaeology, and political criticism. Before 1974 known as Social Sciences and Humanities Index.

Index AI 21 N44
New York Times Index. 1851+
Well organized, comprehensive index to the New York Times from its beginning in 1851. Gives a brief summary of articles. The scope of the New York Times is so wide that the index frequently serves as a guide to locating information in other newspapers.

Index AI 3 R48 1890 - 1899
Nineteenth Century Readers' Guide to Periodical Literature. 1890 - 1899.
Author, title, subject, and illustrator index to 51 periodicals largely in the time period 1890 - 1899.

INDEXES AND ABSTRACTS (Cont.)

Index AI 3 P7
Poole's Index to Periodical Literature. 1802 - 1906.
Subject index only to articles in 479 general American and English periodicals. Invaluable tool for using 19th century periodical literature.

Index AI 3 R48 (Index Table - Reference Room)
Readers' Guide to Periodical Literature. 1900+
Well known index to popular, general American periodicals. Older volumes are located in Index Room.

Index AI 3 S61 (Index Table - Reference Room)
Social Sciences and Humanities Index. 1965 - 1974.
Index to scholarly periodical literature in the social sciences and humanities including history and related fields. In 1974 this service split into 2 separate titles: Humanities Index (covering history journals) and Social Sciences Index. From mid 1965 to 1920 it was known as International Index and from 1919 to 1907 as Readers' Guide Supplement. These older volumes are available in the Index Room (Index AI 3 S61).

GOVERNMENT PUBLICATIONS

Publications of agencies of the Maine state government are located in the Special Collections Department on Level 3. Special Collections maintains its own card catalog which includes references to state documents. There are no references to state publications in the catalogs in the Circulation/Reserve lobby.

Fogler Library is a regional depository for U.S. government publications and a partial depository for Canadian government publications. These collections are located on Level 1B. Documents Librarians are available to assist you in using these materials. The following titles should prove particularly helpful when consulting federal documents.

Government Documents
Checklist of United States Public Documents, 1789 - 1909. 1962 reprint of 1911 ed.
An important retrospective bibliography for the time period indicated.

Government Documents
Congressional Record. 1873+
The closest thing we have to a verbatim account of Congressional debate and action. It was called Debates and Proceedings from the 1st through the 18th Congress - 1st Session, Register of Debates from the 18th Congress - 2nd Session through the 25th Congress - 1st Session, and Congressional Globe from the 23rd Congress - 1st Session through the 42nd Congress. Legislators may read into the Record speeches, editorials, and other comments which were never made on the floor. Texts of bills and resolutions introduced are usually not included. These may be found in the House Journal and Senate Journal also available in Government Documents.

GOVERNMENT PUBLICATIONS (Cont.)

Government Documents
Monthly Catalog of United States Government Publications. 1895+
Currently the major bibliographic finding aid for U.S. government publications. Arranged by issuing agency. No abstracts. Monthly and cumulative indexes.

Reference Desk
Ref Z 1223 Z7S3 1969
Schmeckebier, Laurence F. and Eastin, Roy B. Government Publications and Their Use. 2nd rev. ed., 1969.
Convenient guide to U.S. government publications. Useful for tracing publishing histories and answering a variety of bibliographic questions.

You may want to know

That the Library subscribes to well over 50 journals in American history and related fields. Complimentary booklets identifying these journals are available in the Current Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in your field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Thomas H. Patterson
Fogler Library Reference Department
April 1979

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UMO

GUIDE TO SOURCES: ANTHROPOLOGY, FOLKLORE

SCOPE

This guide is designed to introduce the anthropology student to some of the major sources of information available in the Fogler Library. The bibliographies, dictionaries, encyclopedias, handbooks, indexes, and other specialized tools in the Reference Room can supply needed information or direct you to sources that contain it.

CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in the Library.

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to the study of anthropology. A few examples are listed below.

ANTHROPOLOGY
ARCHAEOLOGY
ETHNOLOGY
FOLK-LORE
INDIANS OF MEXICO
KINSHIP
LINGUISTICS
MAN, PREHISTORIC

SUBJECT HEADINGS

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref	Location symbol	- Indicates the book is in Reference
GN	Class	- Anthropology
480.3	Subclass	- Polygamy
E96	Derived from author's name	

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

572.96	Class - Human races - Geographical distribution
M398	Derived from author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

SELECTIONS FROM THE
LC CLASSIFICATION SYSTEM FOR ANTHROPOLOGY

CC		Archaeology (General)
		For individual countries, see D - F, GN
	200-260	Bells. Campanology
	300-350	Crosses
	900-960	Tombs (General)
GF		Human ecology. Anthropogeography
GN		Anthropology
	51-211	Physical anthropology. Somatology
	221-279	Physiological and psychological anthropology
	307-686	Ethnology and ethnography
		Including primitive customs and institutions, individual races and ethnic groups. For purely descriptive treatment of peoples and races, see D - F
	700-875	Prehistoric archaeology
		Including arrangement by country
GR		Folklore
		For folk literature, see P
	440-950	Folklore relating to special subjects
GT		Manners and customs (General)
	170-482	Houses. Dwellings
	500-2370	Dress. Costume. Fashion
	2400-5090	Customs relative to private and public life
		Including love, marriage, eating, smoking, treatment of the dead, town life, customs of chivalry, festivals and holidays
	5320-6720	Customs relative to special classes, by birth, occupation, etc.
P		Philology and linguistics (General)
	87-96	Communication. Mass media
	101-409	Language (General)
	101-115	Philosophy, psychology, origin, etc. of language
	121-141	Science of language. Linguistics

ABSTRACTS
AND
INDEXES

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

Topics of current interest, preliminary reports of fieldwork, and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An abstract supplies all the above, plus a summary or description of the article.

The following abstracts and indexes are of particular interest to the anthropologist:

Index GN 1 A15
Abstracts in Anthropology. 1973+
Quarterly. Covers cultural anthropology, archaeology, linguistics, and physical anthropology. Author, subject indexes.

Index GN 1 R66
Anthropological Index to Current Periodicals. 1963+
Quarterly. Arranged geographically, then subdivided into general, physical anthropology, archaeology, cultural anthropology, ethnology, or linguistics.

Index GN 301 E83
Ethnic Studies Bibliography. 1975+
Annual. Presently covers only journals. Author, subject indexes.

Index GN 1 I54
International Bibliography of Social and Cultural Anthropology. 1955+
Annual. Worldwide coverage of ethnology, archaeology, linguistics, folklore, and applied anthropology. Author, subject indexes.

Index AI 3 S62
Social Sciences Index. 1974+ Formerly Social Sciences and Humanities Index. 1907 - 1974 (Index AI 3 S61)
Quarterly. Interdisciplinary author and subject index to journals in the social sciences. Book reviews listed at the end of each issue.

Periodical Stacks
An Analytical Index to the Journal of American Folklore. 1888 - 1957.
(Shelved with the Journal)

ABSTRACTS AND INDEXES (Cont.)

Index GR 1 A25
Abstracts of Folklore Studies. 1966 - 1975
A quarterly publication of the American Folklore Society until it ceased in 1975. Annual subject index.

Index P 1 M64
MLA International Bibliography. 1921+
The Folklore section of this annual publication has been expanded to fill the gap left by Abstracts of Folklore Studies.

The Master Periodical List is a computer print-out listing the titles of journals, newspapers, and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts; or pick up one of the booklets in The Current Periodicals Room listing journals the Library owns by subject. There is one for anthropology, archaeology, and folklore.

ANNUAL REVIEWS

GN 1 A623
Annual Review of Anthropology. 1972+

Z 5112 B56
Biennial Review of Anthropology. 1959 - 1971.
Bibliographical essays on current research. Originally published every two years, now annual.

ATLASES

Ref G 1046 E1 S7 1960
Spencer, Robert F. Atlas for Anthropology. 1960.
Simplified manual of tribal, linguistic, historical, and social groupings.

Ref GN 405 M8
Murdock, George P. Ethnographic Atlas. 1967.
Not an "atlas" per se but an analysis and tabulation of information on over 400 societies for various economic, social, linguistic, technological, and cultural factors.

Ref G 1046 E15 W5 1975
Whitehouse, David and Ruth. Archaeological Atlas of the World. 1975.
Worldwide coverage of 5000 pre- and proto-historic sites. Index of sites.

DICTIONARIES

Ref H 41 G6
Gould, Julius. Dictionary of the Social Sciences. 1964.
Signed articles with citations. Cross-referenced.

Ref GN 11 W5
Winick, Charles. Dictionary of Anthropology. 1966.
Approximately 10,000 entries, some biographical material. Cross-referenced.

DICTIONARIES (Cont.)

Ref GN 11 I51
International Dictionary of Regional, Ethnology and Folklore. 1960.
Defines technical terms and concepts with citations to the literature. Terms given in many languages.

Ref GR 35 F8
Funk and Wagnalls Standard Dictionary of Folklore, Mythology, and Legend. 1950.
Dictionary of motifs, phrases, professional terms, gods, games, and artifacts ranging from brief definitions to articles on general subjects.

Ref CC 70 B7
American Heritage Guide to Archaeology. 1970.
Dictionary arrangement of terms, personal and place names. No coverage of classical, medieval or industrial archaeology.

DIRECTORIES

Ref GN 43 A2 G84
Guide to Departments of Anthropology.
Contains listings of museums and academic departments, personnel, admission and degree requirements, etc.

Ref GN 20 I5 1975
Fifth International Directory of Anthropologists. 1975
Biographical. Geographical, chronological, subject/methodological, institutional indexes.

Ref AM 10 A2 04
Official Museum Directory.
U.S. and Canadian museums arranged alphabetically by state or province. Institution, personnel, and broad subject category indexes.

ENCYCLOPEDIAS

Ref H 40 A2 I5
International Encyclopedia of the Social Sciences. 1968. 17v.
The articles and bibliographies emphasize analytical and comparative aspects of topics covered. Its predecessor, Encyclopedia of the Social Sciences (Ref H 40 E5) is still useful for historical material.

Ref GN 11 E52
Encyclopedia of Anthropology. 1976
One volume work dealing with concepts, theories, people, etc. in short articles or concise definitions.

Ref CC 165 C4313
Larousse Encyclopedia of Archaeology. 1972.
Classical approach. Short essays. Subject index.

GN 315 H642
Honigmann, John J. Handbook of Social and Cultural Anthropology. 1973.
Contains a variety of subjects treated "from wide perspectives." Each chapter includes a comprehensive review, a history of subject, major subdivisions and unresolved issues on future prospects.

FOLKLORE SOURCES

Ref GR 67 T52
Thompson, Stith. Motif-index of Folk Literature. 1957.
Six volume systematic, thematic index of motifs in traditional narrative literature. Final volume is a detailed subject index. Supplemented by Aarne.

Ref GR 1 F55 #184 1961
Aarne, Antti and Stith Thompson. The Types of Folktales. 1961.
A classification and bibliography of versions of European tales found in both the New and Old World.

Ref ML 3551 L3 1964
Laws, George Malcolm. Native American Balladry; a Descriptive Study and a Bibliographical Syllabus. 1964.
Essays on the American traditional ballad.

Ref ML 3553 C6 1963
Coffin, Tristram Potter. The British Traditional Ballad in North America. 1963.
A guide to ballad story variations in the traditional song. "Child ballads" only.

Ref PS 476 L3
Laws, George Malcolm. American Balladry From British Broadsides; A Guide for Students and Collectors of Traditional Song. 1957.
Text includes descriptions by types, accounts of origin and distribution, analysis of forms and variants. Appendices include bibliography and summary of ballad stories, ballad printers and recordings.

Ref Z 5984 U5 H3
Haywood, Charles. A Bibliography of North American Folklore and Folksong. 1951.
Book I: American people north of Mexico. Arranged by regional, ethnic, occupational, and miscellaneous.
Book II: American Indians north of Mexico. Arranged by major culture areas.

398.09415 Os8
O'Suilleabhain, Sean. A Handbook of Irish Folklore. 1963.
Deals with Irish folklore but adaptable, "a good place to turn if you want help in working up questions or in figuring out what to talk about.

398.072 G577
Goldstein, Kenneth S. A Guide for Fieldworkers. 1964.
"Chapters on problem statement, prefield preparation, establishing rapport, collecting methods, etc."

Maine GR 1 N65 v.15 1974
Ives, Edward D. A Manual for Field Workers. 1974.
Developed for those working in the Northeast Archives of Folklore and Oral History.

Maine GR 1 N65 v.13 1972.
Ireland, Florence. The Northeast Archives of Folklore and Oral History; A Brief Description and a Catalog of Its Holdings., 1958 - 1972. 1973.

GUIDES

Ref GN 42 F7
Frantz, Charles. The Student Anthropologist's Handbook. 1972.
Wide range of information from degree requirements and employment opportunities to library resources and the history of anthropology. No index.

Ref Z 5981 B78
Brunvand, Jan Harold. Folklore: A Study and Research Guide. 1976.
Basic beginning guide. Three parts: An overview of the subject, a guide to reference sources, and preparation of a research paper.

HRAF

The Human Relations Area Files (HRAF) is a microfiche collection of primary source materials on selected cultures or societies representing all major areas of the world. The materials are organized by Murdock's OWC and OCM codes. (See below).

Ref H 62 B36 v.3 1975
Murdock, George P. Outline of World Cultures.
Geographical classification of all known cultures, living or extinct.

Ref H 62 B36 v.1
Murdock, George P. Outline of Culture Materials.
Classification of ethnic data used in the study of cultural anthropology. Together these lists introduce the content and arrangement of the Human Relations Area Files.

Ref H 62 H81
Index to the Human Relations Area Files.
An index, by the OCM subject codes, to the materials in HRAF.

Ref H 62 H8
HRAF Source Bibliography.
A list, by OWC code, of all materials processed for HRAF.

HANDBOOKS

Anthropological handbooks are best described as volumes which provide brief but comprehensive summaries of a culture or region.
Ref E 77 H45
Sturtevant, William C., editor. Handbook of North American Indians.
Projected 20 volumes at a rate of two per year. Should become the standard reference source. Regional arrangement.

Document Depository SI 2.3:30/pt.2
Hodge, Frederick Webb. Handbook of American Indians North of Mexico.
1910. 2v.
Contains brief descriptions of every linguistic stock, tribe, etc.
Also information concerning manners and customs, ethnic relations, archaeology. Bibliography.

E 78 C2 J45 1963
Jenness, Diamond. Indians of Canada. 1963
General surveys include information on economy, social and political organization, food, dress, etc. Part two classifies individual tribes by region.

HANDBOOKS (Cont.)

F 1434 H3
Wauchope, Robert. Handbook of Middle American Indians. 1964+ 15 v. Essays on broad subject areas such as archaeology linguistics, ethnology, etc. Coverage includes Mexico and Central America.

F 1408 V43
Véliz, Claudio. Latin America and the Caribbean, A Handbook. 1968. General overviews plus information on economic, social, political conditions. Bibliographies.

Document Depository SI 2.3:143
Steward, Julian H. Handbook of South American Indians. 1959. 7v. "Comprehensive synthesis of knowledge of the aboriginal population..." Volumes 1-4 survey tribes by region, volumes 5-6 ethnographic, volume 7 is the general index.

572.96 M938 1959
Murdock, George P. Africa: Its People and Their Culture. 1959. Ethnology of the African continent. General survey, then ethnographic examination. Bibliographies. Index to tribal names.

GN 635 S58 L42
Lebar, Frank. Ethnic Groups of Insular Southeast Asia. 1972 - 1975.
Vol 1: Indonesia, Andaman Islands, Madagascar
Vol 2: Phillipines, Formosa
Ethnographic summaries, bibliographies, maps.

572.959 L49
Lebar, Frank. Ethnic Groups of Mainland Southeast Asia. 1964. Summaries of groups: orientation, settlement patterns, economy, marriage and family, sociopolitical, kin, etc. Bibliographies.

METHODOLOGY

GN 33 R63 1967
Royal Anthropological Institute. Notes and Queries on Anthropology. 1967. Handbook of anthropological method. Defines technical terms. Analytical index.

GN 345 N37
Naroll, Raoul and R. Cohen. A Handbook of Method in Cultural Anthropology. 1967.
Articles on methods and techniques of fieldwork. Bibliographies.

RETROSPECTIVE AND REGIONAL BIBLIOGRAPHIES

Ref Z 7161 L84
London Bibliography of the Social Sciences. 1931+
Comprehensive listing of books, pamphlets, documents in several languages. Many cross-references. Worldwide scope.

Ref H 62 H8
Human Relations Area Files Inc. HRAF Source Bibliography.
In addition to being the list of sources processed for HRAF, this is an excellent tool for locating ethnographies on individual cultures.

RETROSPECTIVE AND REGIONAL BIBLIOGRAPHIES (Cont.)

The following is a highly selective list of bibliographies. To locate specific bibliographies check the card catalog under headings such as, "Indians of North America - Bibliography", "Navaho Indians - Bibliography", "Ethnology - Europe - Bibliography", etc. or the name of the culture or tribe you wish to research.

Ref Z 1209.2 N67 M87 1975
Murdock, George P. Ethnographic Bibliography of North America. 1975. 5v.
Covers published literature on Native Americans through 1972.

Ref Z 5114 O4
O'Leary, Timothy J. Ethnographic Bibliography of South America. 1963.
Companion to Murdock. Published materials on continental SA. Arranged by culture area and then by tribe. Maps, tribal index.

Ref Z 5114 E2 v.1, 2
An Anthropological Bibliography of the Eastern Seaboard.
Vol 1: Rouse, Irving and J. M. Goggin. 1947.
Vol 2: Guthe, Alfred and P. B. Kelly. 1963.
Organized into three categories: archaeology, ethnology, history.
Each section divided into geographic area and then by state or tribe.

Ref Z 1208 N6 M6
Archaeological Bibliography for Eastern North America.
Continues the Rouse and Guthe bibliographies to December 1976.

Ref Z 1209.2 C22 M38
Three Atlantic Bibliographies. 1975.
Contents: Ethnographic Bibliography of Northeastern North America. Preliminary Bibliography of Atlantic Canada and Maine. A Bibliography of Folklore Studies in Nova Scotia.

Ref Z 1605 H23
Handbook of Latin American Studies. 1936+
Annotated bibliography covering a wide variety of materials relating to Latin America. Since 1964 divided into two parts: Odd years the social sciences, even years the humanities.

Ref Z 6005 P7 A7
Arctic Institute of North America. Arctic Bibliography. 1953 - 1975.
Annotated listing of publications relating to the Arctic and sub-Arctic. All scientific fields and languages.

Ref Z 5117 T5
Theodoratus, Robert J. Europe: A Selected Ethnographic Bibliography. 1969.
Books and articles in many languages by country and ethnic group.
Emphasis on 19th and 20th century publications.

Ref Z 2483 H56
Horecky, Paul. East Central Europe; a Guide to Basic Publications. 1969.
Covers E. Germany, Hungary, Czechoslovakia, and Poland. Sections on anthropology, archaeology and ethnology listed under heading "The people".

RETROSPECTIVE AND REGIONAL BIBLIOGRAPHIES (Cont.)

Ref Z 7165 M38 S8
Sweet, Louise and T.J. O'Leary. Circum-Mediteranean Peasantry: Introductory Bibliographies. 1967.
Arranged by country. Intended by authors as preliminary guides.

Ref Z 5115 F8
Fürer-Haimendorf, Elizabeth von. Anthropological Bibliography of South Asia. 3v.
Books, periodicals, theses on India, Pakistan, Nepal, Sikkim, Bhutan, and Ceylon (Sri Lanka).

Ref Z 5115 K35
Kanitkar, Helen A. An Anthropological Bibliography of South Asia. 1976.
A continuation of Fürer-Haimendorf.

016.9159 Em16
Embree, John F. and L. O. Dotson. A Bibliography of the Peoples and Cultures of Mainland Southeast Asia. 1950.
Books and articles in Western languages published since the 17th century. Arranged by geographical region, then by tribe and subject.

Ref Z 4501 T3 1965
Taylor, Clyde R. H. A Pacific Bibliography; Printed Matter Relating to the Native Peoples of Polynesia, Melanesia, Micronesia. 1965.
Books and articles grouped by subject and geographical area.

016.572994 G855
Greenway, John. Bibliography of the Australian Aborigines and the Native Peoples of Torres Strait to 1959. 1963.
Detailed subject index. List of tribes.

Compiled by Clara K. Flower
Fogler Library Reference Department
April 1979

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UMO

GUIDE TO SOURCES: BUSINESS ADMINISTRATION

SCOPE

This guide is designed to introduce the student of Business to some of the major sources of information available in the Fogler Library. The bibliographies, dictionaries, encyclopedias, handbooks, indexes, and other specialized tools in the Reference Room can supply needed information or direct you to sources that contain it.

CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in the Library.

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to the study of Business. A few examples are listed below.

ACCOUNTING
BUSINESS FORECASTING
FINANCE, PUBLIC
INVESTMENTS
LABOR LAWS & LEGISLATION
MANAGEMENT
MARKETING RESEARCH
PERSONNEL MANAGEMENT

SUBJECT HEADINGS

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref	Location symbol - Indicates the book is in Reference
HF	Class - Business Administration
1001	Subclass - Dictionaries, Encyclopedic works
M76	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

332.6322	Class: Investment Finance - Stocks
M272	Derived from author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

RAYMOND H. FOGLER LIBRARY

SELECTIONS FROM THE LC CLASSIFICATION SCHEDULE FOR BUSINESS

H		Social Sciences - General works
HA		Statistics
HB		Economic Theory
HC		National Production
HD	1-91	Economic History. General
	101-1195	Land
	1405-2206	Agriculture
	2321-2429	Industry
	2709-2930	Corporations. Trusts. Cartels.
	2951-4501	Cooperation. State Industries. Municipal industries.
	4801-8942	Labor
	9000-9999	Special industries and trades.
HE	1-9925	Transportation and Communication
HF	1-1193	Commerce, General
	1201-1400	Commercial Law
	1401-1650	Commerical Policy
	1701-2701	Tariff Policy
	3001-4040	Commerce. By country.
	5001-5770	Business
	5801-6191	Advertising
HG	1-188	Finance, General
	201-1486	Money
	1501-3540	Banking
	3701-3781	Credit
	4501-6270	Investments.
	8011-9970	Insurace
HJ	1-9995	Public Finance

ABSTRACTS
AND
INDEXES

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

Topics of current interest, preliminary reports of fieldwork, and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An Abstract supplies all the above, plus a summary or description of the article.

The following abstracts and indexes are of particular interest to the student of Business Administration:

Index HF 5601 A4
Accountatants Index 1948+
Quarterly comprehensive index to English language, articles, books, documents, etc. Author, title, subject indexes.

Document Depository 1972+ or Index HA 202 A6 1977+
American Statistics Index
Comprehensive index to statistics published by government agencies. Descriptive abstracts provided. Invaluable source.

Index HF 5001 B8 (Index Table)
Business Periodicals Index. 1958+
Subject coverage of approximately 200 journals in accounting, banking, finance, investments, management, marketing, etc.

Index HG 4057 F2 (Index Table)
F & S Index of Corporations and Industries. 1968-71, 1976+
Good for information on companies. Indexed by SIC number. Name of company can be searched by computer 1972+. See note on last page of this guide.

Index HB 1 J6
Journal of Economic Literature. 1963+
Quarterly. Subject index to articles; abstracts included for significant articles. Critical book reviews.

Document Depository
Monthly Catalog of U.S. Government Publications. 1895+
The major index to public documents generated by Federal agencies. Can be searched by computer 1976+. See note on last page of this guide.

Index AI 21 N44
New York Times Index
Issued semi-monthly with quarterly and annual cumulations.

Index AI 3 P8
Public Affairs Information Service Bulletin (PAIS)
Selective indexing of Public administration, social, and economic articles. Can be searched by computer 1976+. See note on last page of this guide.

Index AI 3 S62 (Index Table)
Social Sciences Index 1907+
Quarterly, Interdisciplinary author and subject index to journals in the social sciences.

Index HG 1 W26
Wall Street Journal Index.
Monthly. Arranged in two parts: general news and corporate news.

The Master Periodical List is a computer print-out listing the titles of journals, newspapers, and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts; or pick up one of the booklets in The Current Periodicals Room listing journals the Library owns by subject. There is one for Business.

BIBLIOGRAPHIC GUIDES

Ref Z 7164 C81 D16
Daniells, Lorna M. Business Information Sources. 1976.
Selective annotated list of business books and reference sources. An excellent guide.

Ref Z 7164 C81 U7
Vernon, K.C.D. Use of Management and Business Literature. 1975.
British emphasis, but still extremely useful.

Ref Z 7165 C2 B76
Brown, Barbara E. Canadian Business and Economics: A Guide to Sources of Information. 1975.
Arranged by province then by subject. Author, title indexes.

Ref HF 5353 E52
Wasserman, Paul. Encyclopedia of Business Information Sources. 1976.
An exhaustive sourcebook for all fields of business research. Particularly useful for the scholar who needs extensive bibliographies.

BIOGRAPHY

Ref HF 3023 A2 W5
Who's Who in Finance and Industry.
Biographies of leaders in business, finance, and industry.

Ref HG 71 W44
Who's Who in British Finance
Biographies of the leaders in British finance.

Ref Z 5305 U5 B56
Biographical Dictionaries Master Index.
Acts as an index to over 50 of the current Who's Who publications and other works of collective biography.

DICTIONARIES

Ref HB 61 M16 1973 (Reference Desk)
McGraw-Hill Dictionary of Modern Economics; A Handbook of Terms and Organization. 1973.
Understandable definitions. References to alternative sources often included. Excellent.

Ref HF 1001 M76
Moore, Norman. Dictionary of Business Finance and Investment. 1975.
In addition to definitions of terms one is also provided with related terms and subjects.

DICTIONARIES (Cont.)

Ref HF 1002 R68
Rosenberg, Jerry M. Dictionary of Business and Management. 1978.
Short entries for over 8000 terms. Some cross references.

Ref HD 19 F73 1975b
French, Derek. Dictionary of Management. 1975.
Defines nearly 4000 terms currently in use. Gives usage for American and British readers.

Ref HF 5621 K6
Kohler, Eric L. A Dictionary for Accountants. 1975.
Definitions often run a paragraph or two. Includes related subjects.

Ref HB 61 U55 1972
U.S. Social and Economic Statistics Administration. Dictionary of Economic and Statistical Terms. 1972.
Designed for those using the various statistical publications of the SESA.

Ref HA 17 K4
Kendall, Maurice. Dictionary of Statistical Terms. 1972.
Defines over 2500 terms in current usage.

DIRECTORIES

Ref HF 5035 D8 v.1
Dun and Bradstreet. Million Dollar Directory. Annual.
Lists compnies with net worth of $1,000,000 or more. Gives key personnel, products, SIC number, sales, employees. Arranged alphabetically by name. Geographical & SIC indexes.

Ref HF 5035 D8 v.2
Dun and Bradstreet. Middle Market Directory. Annual.
Lists companies with net worth between $500,000 - $999,999. Includes same type information as the Million Dollar Directory.

Ref HG 4057 A219
Directory of Corporate Affiliations. Annual.
"Who owns whom" in the world of business. Lists parents, subsidiaries, and affiliates.

Ref T 12 T6.
Thomas Register of American Manufacturers. Annual.
Listing of American manufacturing firms. Access is by alphabetical listings of company names, brand name, or by product.

Ref HD 9723 D45
Directory of New England Manufacturers. Annual.
Arranged alphabetically by company name, geographically by town, and by product heading. Also includes section which lists banks geographically.

Ref HF 3223 C25
Canadian Trade Index.
Comprehensive list of Canadian manufacturers. Arranged alphabetically by company, geographically by town, and by product classification. Also includes trademarks.

DIRECTORIES (Cont.)

Ref HF 54 G7 K7
Kelly's Manufacturers and Merchants Directory
International in scope. Vol. 1 covers the United Kingdom and Ireland. Vol. 2 covers all other countries of the world.

Ref HG 2431 P6
Polks Bank Directory
Geographic arrangement. Includes key personnel, assets, liabilities, etc.

Ref HG 4538 A1 D5 1979
Directory of American Firms Operating in Foreign Countries. 3 vols.
Vol. 1 lists over 4300 firms and gives top personnel, products or services and countries of operation. Vols. 2 & 3 list firms under the name of host country, its subsidiaries, and products or services.

ENCYCLOPEDIAS

Ref H 40 A2 I5
International Encyclopedia of the Social Sciences.
The articles and bibliographies emphasize the analytical and comparative. Its predecessor Encyclopedia of the Social Sciences (Ref H 40 E5) is still useful for historical material.

Ref HG 151 M8.
Glenn G. Munns Encyclopedia of Banking and Finance. 1973.
Excellent one-volume source. References often included.

Ref HD 19 H4
Encyclopedia of Management
One volume encyclopedic dictionary. Lengthy articles where warranted.

Ref HF 5635 E54 1976
Encyclopedia of Accounting Systems. 3 vols.
Information arranged by broad industry. A practical guide for the accountant.

Ref HD 1387 F69 1978
Encyclopedia of Real Estate Appraising
Comprehensive guide to appraisal. Designed to act as a sourcebook of appraisal information.

HANDBOOKS

Handbooks are usually one volume works that contain practical information for the user. They contain tables, charts, graphs, and short descriptions or definitions.

Ref HF 1042 A55
Standard Industrial Classification Manual
Contains the numbers assigned to each manufactured product or industry.

Ref HF 5550 F5 4th rev. 1968
Bogen, Jules I. Financial Handbook
Out of date but still a useful guide to money and banking.

HANDBOOKS (Cont.)

Ref HG 4521 L625
Levine, Sumner N. Financial Analyst's Handbook.
"An excellent and comprehensive guide to the principles and procedures necessary for successful investment management."

Ref HF 5635 H23 1977
Davidson, Sidney. Handbook of Modern Accounting.
Information on accounting theory and practice, new techniques, developments, etc.

Ref HF 5415.2 F419
Ferber, Robert. Handbook of Marketing Research. 1974.
One volume overview of marketing research techniques. Signed articles include reference or bibliography.

Ref HF 5437 A6 1973
Aljian, George W. Purchasing Handbook. standard reference book on policies, practices, and procedures utilized in departments responsible for purchasing management or materials management. 1973.

SERVICES: BUSINESS ECONOMIC FINANCIAL

The loose-leaf business services are shelved in the Reference collection unless otherwise noted. Because they are updated frequently (usually weekly or monthly), the information is usually the most current available in the Library.

Ref HF 5353 D57
Grant, Mary & N. Cole. Directory of Business and Financial Services. 1976.
Describes coverage of various business and financial services. Arranged by title with publisher and subject indexes.

The following is a selective list of the services received by the Library: for descriptions refer to Grant listed above.

- Analysts Handbook (Ref HG 4519 S772)
- Collective Bargaining Negotiations and Contracts (Ref HD 6483 B8)
- Conference Board Publications (check card catalog)
- Federal Securities Law Reporter (Ref KF 1436.5 C36)
- Government Employee Relations Reporter (Ref HD 8008 A1 B8)
- Labor Relations Reporter (Ref HD 5503 A7 2242)
- Maine Tax Reporter (Maine KFM 470 A6 C6) Special Collections
- Moody's Manuals: Bank & Finance, Industrial, Municipal & Government, OTC Industrial, Public Utility, Transportation (Ref HG 4961 M7)
- Moody's Bond Record
- Moody's Bond Survey
- Moody's Dividend Record
- Price, Waterhouse & Co. Information Guides for Doing Business Abroad. (Ref HG 4538 P72)
- Public Employee Bargaining (Ref KF 3409 P77 C65)
- SEC - Accounting Rules (Ref KF 1446 A6 U5)

SERVICES (Cont.)

Standard & Poor's Bond Guide (Ref HG 4905 S435)
Called Bond Record (Ref HG 4501 P532)
Farming Forecaster (Ref HG 4501 S74)
Industry Survey (Ref HG 4961 S681)
Standard & Poor's Listed Stocks: ASE (Ref HG 4905 S43)
NYSE (Ref HG 4915 S671)
OTC (Ref HG 4905 S42)
Statistical Service (Ref HG 4921 S752)
Stock Guide (Ref HG 4915 S67)
Standard Federal Tax Reports (Ref KF 6365 C6)
Value Line Investment Survey (Ref HG 4915 V341 Desk)
Weisenberger Investment Companies Service (Ref HG 4497 W47)

STATISTICS SOURCES

In addition to the financial services listed above there are a substantial number of other sources which should be examines. A selection of the most heavily used is listed below.

Ref Z 7551 S84
Wasserman, Paul. Statistics Sources. 1977.
A guide to data on the U.S. and foreign countries. Arranged alphabetically by subject.

Ref HA 202 A3 (Desk)
U.S. Bureau of the Census. Statistical Abstract of the U.S.
Single volume that summarizes economic, social, demographic, and political statistics. Gives references to more detailed works.

Document Depository
U.S. Bureau of the Census. Census of Population.
Gives detailed statistics on the number of inhabitants and their characteristics. Check Monthly Catalog (p.3) for exact call number.

Document Depository
U.S. Bureau of the Census. Census of Manufacturers. Economic statistics are given by industry, geographical area, and product. Check Monthly Catalog (p.3) for exact call number.

Maine St. Doc. L12/1.13: (Special Collections)
Maine Dept. of Labor & Industry. Census of Maine Manufacturers.
A comprehensive statistical sourcebook on Maine manufacturers covering all firms, from single proprietorships to the largest corporations in the state. Aggregate figures, no listings by individual company.

Ref HC 101 A 13122
U.S. Bureau of Economic Analysts. Business Statistics.
Biennial supplement to the periodical Survey of Current Business.

Ref HG 1041 C56
Commodity Yearbook. Annual
Provides production, consumption, sales, exports and imports for around 100 commodities.

STATISTICS SOURCES (Cont.)

Ref HF 5438 S212
Sales & Marketing Management. *Survey of Buying Power*.
Yearly updates of Census figures to provide current business facts and figures for the U.S. and Canada.

Ref HA 12.5 U63
United Nations Statistical Yearbook. Annual.
A summary of international statistics on population, agriculture, mining, manufacturing, finance, trade, etc. References given.

Ref HF 91 U473
Yearbook of International Trade Statistics. Annual.
Statistics on trade and commodities.

Ref HF 5681 R25 T68
Troy, Leo. *Almanac of Business and Industrial Financial Ratios*. Annual.
Profiles of corporate performance based on IRS data.
For specific statistics consult:
- American Statistics Index p.3
- Business Information Sources p.2
- Encyclopedia of Business Information Sources p.4

You may want to know ...

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost, or pick up a descriptive brochure at the Reference Desk.

That the Library has nearly 200 journals in Business Administration. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Clara K. Flower
Fogler Library Reference Department
May 1979

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UMO

GUIDE TO SOURCES: EDUCATION

SCOPE

This library guide is an informal handbook for both the undergraduate and graduate student in Education. It lists some of the more useful materials and reference works basic to general research and gives their locations in Fogler Library.

TABLE OF CONTENTS

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CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in Fogler Library.

SUBJECT HEADINGS

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings relating to education. Examples are listed below.

ADULT EDUCATION
CHILDREN'S LITERATURE
CURRICULUM PLANNING
EDUCATION, BILINGUAL
EDUCATIONAL ACCOUNTABILITY
SCHOOL SPORTS

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref Location symbol - Indicates the book is in Reference
LB Class - Theory and practice of education
1051 Subclass - Educational psychology
D56 Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

374.8 Class - Adult education - Continuation schools
Ev16 Derived from author's name

CALL NUMBERS AND CLASSIFICATION (Cont.)

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR EDUCATION

L		Education (General) For periodicals, congresses, directories, etc.
LA		History of education
LB		Theory and practice of education
	51-885	Systems of individual educators and writers
	1025-1050	Teaching (Principles and practice)
	1051-1091	Educational psychology
	1101-1139	Child study. Psychical development
	1140	Preschool education
	1141-1489	Kindergarten
	1501-1547	Primary education
	1555-1602	Elementary or public school education
	1603-1695	Secondary education. High schools
	1705-2286	Education and training of teachers
	2300-2430	Higher education
	2801-3095	School administration and organization
	3201-3325	School architecture and equipment
	3401-3499	School hygiene
	3525-3640	Special days. School life. Student customs
LC		Special aspects of education
	8-63	Forms of education Including self, home, and private school education
	65-245	Social aspects of education
	251-951	Moral and religious education. Education under church control
	1001-1091	Types of education Including humanistic, vocational, and professional education
	1390-5158	Education of special classes of persons Including women, Negroes, gifted and handicapped children, orphans, middle class
	5201-6691	Adult education. Education extension
		Individual institutions: universities, colleges, and schools
LD		United States
LE		America, except United States
LF		Europe
LG		Asia. Africa. Oceania
LH		College and school magazines and papers
LJ		Student fraternities and societies, United States For other countries, see LA, LE - LG
LT		Textbooks

ABSTRACTS
AND
INDEXES

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

Topics of current interest, preliminary reports of fieldwork and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An abstract supplies all of the above, plus a summary or description of the article.

Index HA 202 A6
American Statistics Index
See Statistical Sources

Index HQ 750 AI C47
Child Development Abstracts and Bibliography 1927+
Publishes abstracts relating to the growth and development of children. Sections on cognition, learning, perception and educational processes.

Index LB 5 C8
Current Index to Journals in Education (CIJE) 1969+
Index Table - Reference Room
This index is part of the Educational Resources Information Center (ERIC), a government sponsored bibliographic network. ERIC clearinghouses review and index articles from over 700 education and education-related journals. In four sections: Subject Index, Author Index, Journal Contents Index and Main Entry section. Use the Thesaurus of ERIC Descriptors (Ref Z 5813 R4 U54) for easy access to this index. May be searched by computer.

Index L 11 E3 *Index Table-Reference Room*
Education Index 1929+
A basic and current index in the field of education. Primarily an index to English language periodicals but selected yearbooks and monographs are also included. Authors and subject categories have been combined in a single index since 1969. Book review section added recently follows main body of index. Fogler Library holds about 60% of periodicals indexed.

Index LB 2805 E 32
Educational Administration Abstracts 1966+
Contains sections on Tasks of Administration, Administrative Processes, Programs for Educational Administrators, among others. Published three times a year.

ABSTRACTS
AND
INDEXES
(Cont.)

Index LC 3951 E9
Exceptional Child Education Resources 1970+
Provides indispensable coverage of important publications in the field of special education. Format is similar to Resources in Education. About 50% of the citations are included in the ERIC database. May be searched by computer.

G P3.8:
Monthly Catalog of U.S. Government Publications 1895+ *Document Depository*
A monthly listing of publications, books, periodicals, pamphlets, maps issued by all branches of the government. Publications are listed by agency with title, date, paging and price for each. Many publications are available in Fogler Library as Depository items. Searchable by computer from 1976.

Index BF 1 P65
Psychological Abstracts 1927+
Lists books, periodicals, official documents and dissertations. Educational psychology is a major content classification. It includes sections on academic learning and achievement, special and remedial education, counseling and measurement, others. Cumulative author and subject indexes shelved nearby. May be searched by computer from 1967.

Index Z 5813 R4 *Index table-Reference Room*
Resources in Education (RIE). 1966+
Part of the ERIC system. Abstracts reports, government funded studies, convention proceedings and papers. Does not abstract journals. Most of the material in RIE is available on microfiche in Fogler Library. Use Thesaurus of ERIC Descriptors (Ref Z 5813 U54) for subject access and the study sheet entitled "Using the ERIC system" for additional help with this important bibliographic tool. On-line since 1966.

Index HM 1 S67
Sociological Abstracts 1953+
The format of these abstracts may be confusing because of supplements but the abstracts themselves are excellent. Each issue contains a section on sociology of education. On-line from 1963.

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

AUDIO VISUAL SOURCES

Ref TS 2301 A7 A8
Audio-Visual Equipment Directory. Annual.
Lists current models by type. Includes manufacturer's price.

Ref LB 1043 A817
Audio Visual Market Place: A Multimedia Guide. Annual.
A directory of producers, distributors, equipment services, organizations and publications concerned with films, filmstrips, tapes, transparencies etc.

Ref LB 1043 Z9 E17
EPG: Educators' Purchasing Guide. 1974.
Dated but still provides leads to sources. Based on producers' catalogs. Includes printed materials, audiovisual materials. Especially good for equipment and supplies for art education and physical education.

Ref LB 1044 Z9 E4
Educational Film Locator of the Consortium of University Film Centers and R.R.Bowker. 1st ed., 1978.
The first comprehensive union-list of the holdings of film libraries and their lending policies. Cross indexes 37,000 film titles. Permits educators to locate titles and topics in a single source. University of Maine is a member of this consortium.

Reference Desk
Instructional Films. Instructional Systems Center. Film Rental Library. University of Maine. Orono.
Lists and describes all 16mm films available for rent from the Film Rental Library at UMO. Services available to all individuals in Northeastern U.S. Price/code chart included.

Ref Z 5814 V8 M8
Media Review Digest. Annual
An annual index to and digest of reviews, evaluations and descriptions of all forms of non-book media. Contains a classified subject index and an alphabetical index. Lists of film awards for each year.

BIBLIOGRAPHIES AND GUIDES

Ref Z 5811 B39
Berry, Dorothea M. A Bibliographic Guide to Educational Research. 1975.
A comprehensive coverage of the major tools in education likely to be held by most college and university libraries. Clear, descriptive annotations. Easy to use.

Ref Z 5814 R25 D37
International Reading Association. A Guide to Information Sources in Reading. 1972.
Lists both general and specific sources. Useful for students, useful also for teachers as an instructional tool. Covers related material in the behavioral sciences and medicine.

BIBLIOGRAPHIES AND GUIDES (Cont.)

Ref Z 7161 W49
White, Carl M. Sources of Information in the Social Sciences. 2nd ed. 1973.
Arranged by subject. Lists titles in education and its related fields. Second edition has section on geography.

Ref Z 5811 W65
Woodbury, Marda. A Guide to Sources of Educational Information. 1976.
The author describes the material and, in many cases, evaluates it. Her evaluation of the ERIC system, particularly CIJE, is worth noting.

DIRECTORIES

Ref Z 5813 G8
Klein, Bernard K., ed. Guide to American Educational Directories. 4th ed. 1975.
Lists the major educational directories of the U.S. Arranged alphabetically by title under many subject headings ranging from advertising to zoology.

Ref L 111 A6
National Center for Education Statistics. Education Directory. Annual.
A basic source of educational data. Published in four sections. Part 1: State Education Agency Officials. Part 2: Public school systems. Part 3: Postsecondary Education. Part 4: Directory of Education Associations.

Ref L 901 P3
Patterson's American Education. Annual.
Lists top personnel, addresses, enrollment of public and private schools, colleges and universities in the U.S. Also lists schools by subject field. Educational associations are included.

Ref L 901 N34
National Faculty Directory. Annual.
Provides institutional name, departmental designation, city, state and zip code for approximately 480,000 faculty members of colleges, universities, and junior colleges in the U.S. and Canada.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations.
An annual index of dissertations arranged by subject. Includes author index.

Microfiche. *Reference Desk.*
Comprehensive Dissertation Index, 1861-1972.
More than 100 years of dissertations arranged by discipline and key words. Supplements are issued annually. Serves as a subject index for Dissertation Abstracts International.

Ref AS 30 M5
Dissertation Abstracts International
These abstracts of doctoral dissertations are issued monthly in two sections, A and B. Part A (Humanities and Social Sciences) includes all dissertations on education. The dissertations themselves are filmed and may be purchased from University Microfilms. Ask at the Reference Desk for order forms.

DISSERTATIONS (Cont.)

Ref Z 5816 I6 A3
Master's Theses in Education. Annual.
Lists titles reported by graduate institutions in U.S. and Canada. Contains subject, author and institutional index. Nine theses from UMO are listed in 1976/77 volume.

ENCYCLOPEDIAS AND DICTIONARIES

Ref LB 15 E47
Good, Carter V. Dictionary of Education. 1973.
Includes terms in education and in the related fields of psychology and sociology. Special section for terms used in Canada, England and Wales.

Ref LB 15 E47
Encyclopedia of Education. 1973.
Good introductory articles on educational topics. Few articles about individuals or institutions. Bibliographies. Cross references. Index is in volume 10.

Ref LB 15 E48
Ebel, Robert L., ed. Encyclopedia of Educational Research. 1969.
Includes all aspects of education. The Review of Educational Research (a periodical) and Review of Research in Education (LB 1028 R43) serve as supplements. Index in center of volume.

Ref LB 15 I 57
Knowles, Asa S., ed. International Encyclopedia of Higher Education. 1977 10 vols.
Covers all areas of higher education--national systems, academic fields of study, research centers. institutes. Emphasis is on international not biographical coverage.

Ref LB 1050 S3
Shubert, Delwyn G. Dictionary of Terms and Concepts in Reading. 2nd ed. 1969.
Technical vocabulary as well as basic concepts. Examples, cross references.

FREE MATERIALS

Ref AG 600 G4
Free and Inexpensive Learning Materials. By George Peabody College for Teachers, Division of Surveys and Field Service. Biennial.
Published since 1941, 18th edition includes titles of more than 3,000 aids. Materials chosen are evaluated by Division of Surveys and Field Service for timeliness and value.

Educators Progress Service, Inc.

This publisher offers a series of guides containing selected, annotated listings of free materials. Arranged by title under subject headings. Clear directions for ordering. Updated annually. Not always selective. See list on the following page.

FREE MATERIALS (Cont.)

Educators Guide to Free Audio and Visual Materials Ref LB 1044.2 E3
Educators Guide to Free Films Ref LB 1044 E3
Educators Guide to Free Filmstrips Ref LB 1043.8 E4
Educators Guide to Free Guidance Materials Ref HF 5381 A1 E3
Educators Guide to Free Health, Physical Education and Recreation Materials Ref Z 6121 E 38
Educators Guide to Free Science Materials Ref Z 7401 E38
Educators Guide to Free Social Studies Materials Ref Z 7401 E38
Educators Guide to Free Teaching Aids Ref AG 600 E3
Elementary Teachers Guide to Free Curriculum Materials Ref Z 5817.2 E 45

For other sources of free materials check the card catalog under the subject heading FREE MATERIALS

HANDBOOKS

Ref LB 1028 G3
Gage, N.L. Handbook of Research on Teaching. 1963
Dated but still of value for the beginning researcher.

LB 1028 H53 *Stacks*
Hillway, Tyrus. Handbook of Educational Research; Guide to Methods and Materials. 1969.
A quick, easy guide in paperback which includes a manual of style and a form for preparation of research reports. Good bibliographies and guides to library materials.

H 62 H2454 *Stacks*
Struening, Elmer L. and Marcia Guttentag, editors. Handbook of Evaluation Research. 1975.
Two volumes. Material on methods of carrying out program evaluation. Useful primarily for graduate students. Good bibliographies.

Ref LB 1028 T72
Travers, R.M.W. Second Handbook of Research on Teaching. 1973.
Expansion of Gage (1963). A "handbook of ideas" as well as a review of available knowledge. Name and subject index.

Ref LB 1771 W6
Woellner, Elizabeth H. Requirements for Certification for Elementary Schools, Secondary Schools, Junior Colleges. Annual.
Information on certification requirements given in outline form for each state.

STATISTICAL SOURCES

Ref LA 226 A5
American Council on Education. Fact Book on Higher Education.
Useful figures and tables related to higher education. Trends and relationships are emphasized. Four issues per year.

Index HA 202 A6
American Statistics Index. 1977+ (1974-1977, *Document Depository)*
A master guide and index to all the statistical publications of the U.S. Government.

STATISTICAL SOURCES (Cont.)

Ref L 101 U6 S7
Standard Education Almanac. Annual.
Statistical guide to all levels of educational facts and figures. Includes data on education in Canada, libraries, career and adult education.

Ref HA 202 A3
U.S. Bureau of the Census. Statistical Abstract of the United States. Annual.
The standard summary of statistics on social, political and economic matters in the U.S. Includes over 1500 tables and charts. Emphasis is on national data but also includes data for regions, States, metropolitan areas.

STYLE MANUALS

Ref BF 76.7 A46 *Reference Desk*
APA Publication Manual. American Psychological Association. 1974.
Originally prepared for contributors to the journals published by the APA, this manual now contains a section on student papers. Useful if APA journals are used in term papers.

Ref Z 253 C7 *Reference Desk*
Manual of Style. University of Chicago, 1969.
A helpful general guide. Good index. Clear format.

Ref LB 2369 T82 *Reference Desk*
Turabian, Kate. Student's Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion Volume: A Manual for Writers of Term Papers, Theses and Dissertations. (Ref LB 2369 T8 Desk)

TESTS

Ref Z 5814 P8 B932
Buros, Oscar K., ed. Mental Measurements Yearbook. 1938+
Seven volumes to date spanning the years 1938 to 1972. Classifies and reviews tests for users of standardized tests in psychology and education. Each yearbook supplements the previous volumes so they must be used together for thorough coverage.

Ref BF 698.5 B87
Buros, Oscar K., ed. Personality Tests and Reviews. 1970, 1975.
Includes all material on personality testing exerpted from the Mental Measurement Yearbooks plus new material on this subject.

Ref LB 1050 B87
Buros, Oscar K., ed. Reading Tests and Reviews. 1968.
Includes all reading tests reviewed in first six Mental Measurement Yearbooks plus 33 tests not listed in any previous yearbook.

Ref Z 5814 E9 B82
Buros, Oscar K., ed. Tests in Print - II: An Index to Tests, Test Reviews and the Literature on Specific Tests. 2nd ed. 1974.
Factual rather than evaluative information on tests. Includes test titles, groups for whom tests are intended etc.

TESTS (Cont.)

Ref BF 722 J64
Johnson, Orval G. and J.W. Bommarito. Tests and Measurements in Child Development: A Handbook. 1971.
Lists unpublished measure of child behavior.

Ref BF 722 J643
Johnson, Orval. Tests and Measurements in Child Development: Handbook II. 1976.
Updates handbook listed above. Lists 900 new measures.

YEARBOOKS

Yearbooks and annuals consist of material selected from current sources in a particular field which is then condensed and published on an annual basis. Many yearbooks have a specific theme or topic for each volume. Representative titles and call numbers are listed below. Those without "Ref" are in the stacks.

Association for Supervision and Curriculum Development. Yearbook LB 2804 A8
Claremont Reading Conference. Yearbook BF 456 R2 A14
National Council for the Social Studies. Yearbook H 62 A1 N3
National Council of Teachers of Mathematics. Yearbook QA 1 N3
National Reading Conference. Yearbook LB 2365 R4 N3
National Society for the Study of Education. Yearbook 370 N214
Yearbook of Higher Education. Ref LB 2310 Y4
Yearbook of School Law. LB 2514 Y4
Yearbook of Special Education. Ref LC 3965 Y43

LEARNING MATERIALS CENTER

The Learning Materials Center, located on the 3d floor, N.W. of the Fogler Library houses several representative collections of educational materials, print and non-print. Designed primarily to aid the student teacher corps and faculty of the UMO the center maintains the following collections: Juvenile and teen literature, current textbooks for grades K-12, curriculum guides, a resource (information) file, publishers' catalog file and non-print media; slides, phonodiscs, audiotape cassettes, filmstrips and pictures. Supplemental audio-visual materials for use in college courses are also shelved in the LMS. A limited number of filmstrip viewers, cassette players, record players and additional A-V equipment is maintained for previewing of materials.

You may want to know ...

That the Library has over 240 journals in education. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Jean Campana
Fogler Library Reference Department
June 1979

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GUIDE TO SOURCES: ENGLISH — LINGUISTICS AND LITERATURE

This guide is a highly selective introduction to the many sources of information in ENGLISH that are available in Fogler Library. It is by no means a complete list. A Reference Librarian is available to assist in the location of additional information and direct you to Fogler Library holdings.

CARD CATALOG

The card catalog, located on the first floor opposite the Circulation/Reserve Desk, is a general index to the Library's book collection In it books are listed alphabetically by *author, title,* and *subject.*

SUBJECT HEADINGS

Library of Congress Subject Headings is a guide to the headings used in the card catalog. A Reference Librarian will show you how to use it. Knowledge of this tool may save time and open new avenues of approach to your subject. Copies are located at the card catalog and in the Reference Room.

Some Subject Headings for English Are:

- AMERICAN LITERATURE -(Subheadings)
- CREATIVE WRITING
- ENGLISH LITERATURE
- HAIKU
- LITERATURE, COMPARATIVE
- NOVELISTS, AMERICAN-INTERVIEWS
- PHILOLOGY
- POETRY
- SONNET

CALL NUMBERS AND CLASSIFICATION

Call Numbers

Most of the books in Fogler Library are classified in the Library of Congress system based upon letter and number combinations. A few, however, are classified under the Dewey Decimal System used prior to 1967. The later books, though older, may still be useful. An example of each Classification is shown below.

Library of Congress		Dewey Decimal	
PR	Class	370.973	Class and Subclass
5588	Subclass	W179	Derived from author's name
E35	Derived from author's name		

There are also call numbers with special designations and symbols.

Ref	Microfiche	Maine	J	O'BRIEN	INDEX
Z	LEL	PE	413	E	P
6514		1417	F861	449	1
C7B3		H8		S21	L52

All call numbers are on the upper left hand corner of the catalog card. The first line of the call number is particularly important. It indicates whether the material is in the general collection or in a special area. Copy the entire number. Large yellow charts near the card catalog give the stack location of books bearing these numbers and designations.

RAYMOND H. FOGLER LIBRARY

CALL NUMBERS AND CLASSIFICATION (Cont.)

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR ENGLISH

P	Philology and Linguistics (General)
PB	Celtic languages and literatures
PE	English. Anglo-Saxon. Middle English.
PN	Literary history and collections (General)
PR	English Literature
PS	American Literature
PZ	Fiction and Juvenile Literature

REFERENCE TOOLS

Bibliographies, biographical guides, dictionaries, directories, encyclopedias, handbooks, stylebooks, and yearbooks are specialized reference tools which can be used in a variety of ways. Representative titles are listed below with brief annotations. Most of them may be found in the Reference Room.

BIBLIOGRAPHIES

General:

Ref Z 2011 A4
Altick. Selective Bibliography for the Study of English and American Literature. 5th ed. 1975.
A useful guide for the student. Aims "to include only those bibliographies and reference works which are actually used -- and usable -- by modern scholars."

Ref Z 2011 B32
Bateson. A Guide to English and American Literature. 3rd. ed., 1976.
Basic editions and commentaries which should be considered first by the student beginning to study English and American literature.

Ref Z 2011 A1 D68
Doyle. Guide to Basic Information Sources In English Literature. 1976.
An annotated bibliography of key reference works in American and English literature. Indexed.

Ref Z 7007 O 75 H46
Hewes. Language Origins: A Bibliography. 2nd. Rev. and enl. ed. 2v. 1975.
Includes works on the origins of language and related topics.

Ref Z 6511 P37
Patterson. Literary Research Guide. 1976.
An evaluative, annotated bibliography of important reference books and periodicals on American and English literature. Also lists reference books that will aid in doing research in literature-related subject areas (e.g., Mythology and Literature, Literature and Psychology).

Ref Z 2011 S415
Schweik. Reference Sources in English and American Literature. 1977.
The Material is arranged under broad subject categories with lengthy, excellent annotations provided for each title.

BIBLIOGRAPHIES
(Cont.)

Ref Z 2014 F5 S62
Smith, Myron J. Cloak-and-dagger Bibliography. 1976.
An annotated bibliography of spy fiction, 1937-1975.

American Literature:

Ref Z 1225 B55
Blanck. Bibliography of American Literature. 6v. c.1955-1973.
Selective bibliography covering works published in book form of some 300 authors from the Revolution up to and including writers who died before the end of 1930.

Ref Z 1229 N39 F34
Fairbanks & Engeldinger. Black American Fiction: A Bibliography. 1978
Catagories under each Black American author include: novels, short fiction, book reviews, and biography and criticism.

Ref Z 1225 G6 1976
Gohdes. Bibliographical Guide To The Study Of The Literature of the U.S.A. 4 ed. rev. and enl. 1976.
An annotated bibliography of American Literature and related subjects. Contains subject and author indexes.

Ref Z 1229 I52 J32
Jacobson. Contemporary Native American Literature. 1977.
Covers 1960 - 1976. Includes works by American Indians, Eskimos, Canadian, and Mexican tribal writers.

Ref Z 1225 J65 1972
Jones & Ludwig. Guide to American Literature And Its Background Since 1890. 1972.
Compiled in two sections. Section I is a list of titles concerning the social and intellectual setting of the literature surveyed. Section II is devoted to lists of American literature since 1890. Indexed.

Ref Z 1225 L489
Leary. American Literature: A Study and Research Guide. 1976.
Lists books and essays that have been of most value to the author when working with American literature. Has sections on bibliography, author, genre, language, criticism, and literary history.

Ref Z 1225 L49
Leary. Articles on American Literature 1900 - 1950. 1954.

Ref Z 1225 L492
Leary. Articles on American Literature 1950 - 1967. 1970.
This two volume work is a bibliography of literary criticism published during the time periods indicated on the cover. The work covers all periods of American literature and authors. General articles on criticism, history, genres, and themes is provided as well as general and specific references to an author and his works.

BIBLIOGRAPHIES
(Cont.)

Ref Z 1225 A1 N5
Nilon. Bibliography of Bibliographies in American Literature. 1970.
Useful for beginning research. Four sections: bibliography; author; genre; ancillary.

English Literature:

Ref Z 2011 B3
Bateson, ed. Cambridge Bibliography of English Literature. 5v. 1941 - 1957.
Covers the Old English, Middle English, Modern English, and Latin literatures of the British Isles. Arranged chronologically, and under periods by literary forms (e.g., Poetry, Drama, etc). Now largely superseded by the revised edition, but some of the background chapters are not carried forward to the new work and will continue to be useful. See: Watson, ed. New Cambridge Bibliography of English Literature.

Ref Z 2013 B63
Bond. The Eighteenth Century. 1975.
A selective bibliography for the advanced student. It provides a guide to the more recent works in Eighteenth Century literature.

Ref. Z 2013 B8
Buckley. Victorian Poets and Prose Writers. 2nd. ed., 1977.
For graduate and advanced students. Lists 32 Victorian authors. Emphasis is on "relatively recent" scholarship and criticism in the field.

Ref Z 2011 E6
Crane, et al. English Literature 1600 - 1800; A Bibliography of Modern Studies. 6v. 1950 - 1972.
Reprints of annual bibliographies published in the Philological Quarterly. Ceased publication. Now issued annually as part of the Philological Quarterly. (1971-).

Ref Z 2014 P7 E53
Dyson, ed. English Poetry: Select Bibliographical Guides. 1971.
Bibliographic essays for the serious student. Covers: texts, critical studies and commentary, biographies and letters, bibliographies, and background reading. Lists 20 poets from Chaucer to T.S. Eliot.

Ref Z 2012 R6
Robinson. Old English Literature: A Select Bibliography. 1970.
Lists the most important writings on works of the period.

Ref Z 2011 N45
Watson, ed. New Cambridge Bibliography of English Literature. 1969 - 1977.
Revises and updates Cambridge Bibliography---. Most comprehensive in the field, covering the years 600 - 1950. Covers the literature of the British Isles, both in primary and secondary material.

BIBLIOGRAPHIES
(Cont.)

PE 58 E6 (Stacks)
Year's Work In English Studies. v.1-56. 1920 - 1975.
A survey of materials concerning English literature published in England, Europe, and America. Arranged by chronological periods. Includes material on English language. Author and subject indexes.

BIOGRAPHY

Ref Z 1224 A43
Allibone. A Critical Dictionary of English Literature and British and American Authors... 1897.
A standard older work. Arranged alphabetically by author. Includes short biographical sketch, list of works and references to critical comment or reviews.

Ref Z 5305 U5 B56
Biographical Dictionaries Master Index, 1975 - 1976. 3v. 1975.
A guide to over 725,000 listings in over fifty Who's Who and other collective biographies.

Ref Z 1224 C6
Contemporary Authors.
Major and minor authors. Biographical sketch, lists of writings, works in progress, critical sources. (Ref Z 1224 C59 - 1st revision. Ref Z 1224 C62 - Permanent series.)

Ref PR 106 C62 1975
Contemporary Poets. 2d. ed. 1975.
For each poet: biography, full bibliography, signed critical essay.

Ref E 176 D56
Dictionary of American Biography. 20v. + suppls. 1-5 1937 - 1977.
Includes deceased noteworthy Americans of all periods who have lived in the U.S. Pre-Revolution through 1955. Scholarly, signed articles. Bibliographies.

Ref DA 28 D4
Dictionary of National Biography. 22v. + suppls. 1-7. 1908 - 1960.
All deceased noteworthy inhabitants of the British Isles and colonies, incl. noteworthy Americans of the colonial period. Signed articles by specialists. Excellent bibliographies. Most important reference work for English biography.

Ref Z 6511 H38
Havlice. Indexes to Literary Biography. 2v. 1975.
Indexes 49 literary reference works of the past 40 years, identifying where to locate biographical information on 70,000 authors from ancient times to present.

Ref PS 21 K8
Kunitz. American Authors, 1600 - 1900. 1938.

Ref PR 105 K9
Kunitz. British Authors Before 1800. 1952.

BIOGRAPHY (Cont.)

Ref PR 451 K8
Kunitz. British Authors of the Nineteenth Century. 1936.

Ref PN 451 K8
Kunitz. European Authors, 1000 - 1900. 1967.

Ref PN 771 K86
Kunitz. Twentieth Century Authors. 1942 + suppl.
These works by Kunitz contain biographies of the authors of the specific period, plus bibliographies of their works and additional sources of information.

Ref Z 5304 A8 A88
LaBeau, ed. Author Biographies Master Index. 2v. 1978.
Lists biographical citations from more than 413,000 entries in biographical dictionaries and directories of writers. Gives multiple listings where available.

Ref E 176 N28
National Cyclopedia of American Biography. 57v. + Index. 1977.
Gives detailed biographies of over 58,000 Americans in all fields of endeavor. Indexed by subject and person.

Ref PR 106 V5
Vinson. Contemporary Dramatists. 2d. ed. 1977.
For each dramatist: biography, full bibliography, signed critical essay.

Ref PR 737 V5
Vinson. Contemporary Novelists. 1972.
For each novelist: biography, full bibliography, signed critical essay.

BOOK REVIEWS

For *BOOK REVIEWS*, see separate publication, Book Reviews and Criticism.

CRITICISM

For *CRITICISM*, see separate publication, Book Reviews and Criticism.

DICTIONARIES, HANDBOOKS, ETC.

Ref PE 1630 B3
Barnhart Dictionary of New English Since 1963. 1973.
Covers terms and meanings which have come into use from 1963 - 1972.

Ref PE 279 B52
Bosworth. An Anglo-Saxon Dictionary. + Suppl. and Addenda to suppl. 1972.
English words preserved in works written before 1100 A.D.

Ref PN 43 B7
Brewer. Reader's Handbook of Famous Names in Fiction, Allusion, Proverbs, Plots, Stories and Poems. 1923.
Identifies characters; provides brief synopses of literary works; identifies sources from which stories are derived. Covers popular dramas, epic poems, and well-known tales.

DICTIONARIES,
HANDBOOKS,
ETC. (Cont.)

Ref PN 41 C83 1977b
Cuddon. A Dictionary of Literary Terms. 1977.
Contains over 2,000 literary terms in international use. Intended for the general reader. Cross-referenced for easy access.

Ref PE 2835 C72
Dictionary of American English. 4v. 1940.
The American English equivalent of the Oxford English Dictionary. (see O.E.D.)

Ref PR 401 E9
The Explicator Cyclopedia. 3v. 1966 - 1968.
Explains and interprets literature of all periods. Index for the first 20 volumes of The Explicator, arranged by writer.

Ref PR 19 F7
Freeman. Dictionary of Fictional Characters. Rev. ed. 1974.
Identifies 20,000 fictitious characters, incl. non-human creations, from novels, short stories, poems, and plays of British Commonwealth and American authors of the last six centuries.

Ref PN 41 H6
Holman. A Handbook to Literature. 3rd. ed. 1972.
One of the best dictionaries of terms used in literature. Covers many thousands of terms, including terms peculiar to literary schools and movements.

Ref Z 2014 P7 K8
Kuntz. Poetry Explication; A Checklist of Interpretation Since 1925 of British and American Poems Past and Present. 1962.
Indexes poetry explications printed from 1925-1959 in literary periodicals and books.

PE 3727 L8 M3
McCulloch. Woods Words: A Comprehensive Dictionary of Loggers Terms. 1958.
4,000 words and phrases used in logging camps.

Ref DE 5 O 9
Oxford Classical Dictionary. 2d. ed. 1970.
Encyclopedia dictionary of Greek and Roman antiquities, literature, mythology, biography, geography, religion, science, etc. Bibliographies including texts, translations, and criticism given for the great writers.

Ref PS 21 H3
Oxford Companion to American Literature. 4th ed., rev. & enl. 1965.
Includes short biographies and bibliographies, summaries of important works, historical outlines of literary schools and movements, literary prizes, etc.

Ref PR 19 H3
Oxford Companion to English Literature 4th ed. 1967.
Handbook of English authors, literary works and societies, characters in fiction, drama, mythology, literary allusions, brief summaries of plots in fiction, poetry, drama.

DICTIONARIES, HANDBOOKS, ETC. (Cont.)

Ref PE 1625 M7
Oxford English Dictionary (O.E.D.) 13v. 1961.
Traces history of words that have formed the English vocabulary from the time of the earliest records down to present, with all relevant facts concerning form, sense-history, pronunciation, and etymology. Dated quotations with exact bibliographical references illustrate each change of meaning.

Ref PE 3721 P3
Partidge. Dictionary of the Underworld. 1961.
The vocabularies of crooks, beggars, tramps, racketeers, etc.

Ref P 29 P39
Pei. Glossary of Linguistic Terminology. 1966.
For beginner and advanced student. Includes more involved and technical terms and definitions in the field of linguistic studies.

Ref PE 1591 R73
Roget's International Thesaurus. 4th ed. 1977.
Words are grouped according to ideas. Enables one to find the correct expression to fit one's thoughts without searching the alphabet.

Ref PE 2846 W4
Wentworth. Dictionary of American Slang. 2d. suppl. ed. 1975.
Definition of slang words from all periods of American history, with emphasis on modern slang.

DIGESTS

Ref PN 44 M3
Magill., ed. Masterpieces of World Literature in Digest Form. 1st ser.-4th ser. 4v. 1952 - 1960.
Brief critiques and summaries of novels, plays, epic poems, tales, etc. from Homer to the present.

Ref Z 1219 M33 *(Reference desk)*
Magill., ed. Masterplots. Rev. ed. 1976.
2,010 Plot stories and essay reviews from the world's fine literature. Two styles are employed: synopsis and essay-review. Most essays are devoted to poetry, philosophy and other literature that have no plots to summarize. Each digest has a short critical analysis of the original book.

Ref PN 6112.5 S42
Shank., ed. A Digest of 500 Plays. 1963.
Significant plays from all periods and countries. Arranged by country, in chronological order. Author, title indexes.

Ref PN 6112.5 S68
Sprinchorn., ed. 20th-Century Plays in Synopsis. 1965.
Act-by act summaries of 133 plays of the 20th century.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations. 1933 - 1934+
An annual index of dissertations arranged by subject. Covers U.S. and Canadian dissertations and contains some that are not in D.A.I. Includes author index.

Microfiche. *(Reference Desk)*
Comprehensive Dissertation Index. 1861 - 1972.
More that 100 years of dissertations arranged by discipline and key words. Supplements are issued annually. Serves as subject index for Dissertation Abstracts International.

Ref AS 30 M5
Dissertation Abstracts International. 1938+
These abstracts of doctoral dissertations are issued monthly in two sections. Part A (Humanities and Social Sciences) includes speech, theater, language, and linguistics. Part B (Science and Engineering) includes human development, mental health, audiology and psychology. Each volume has key word title index and author index. Author indexes cumulated annually. (v.1-13 in Microform Rm. Ask for D632.)

Ref AS 30 M5
Dissertation Abstracts International Retrospective Index, v.I-XXIX, (1938 - 1969). c1970.
Provides author and subject approaches to dissertations included in first 29v. of Dissertation Abstracts International. Covers 1938 - 1969. Index reference gives order number, volume, and page numbers for abstract. Comprehensive subject index in each volume. Table of contents for each volume facilitates use. Superceded by Comprehensive Dissertation Index, but useful for those who prefer reading text instead of microfiche.

ENCYCLOPEDIAS

Ref PR 2392 C3
Campbell., ed. Reader's Encyclopedia of Shakespeare. 1966.
A convenient reference to persons, places, literary works, etc. related to Shakespeare.

Ref PR 83 C4 1938a
Chambers. Chambers' Cyclopedia of English Literature. 3v. 1938.
Critical and biographical material on authors, articles on literary forms, periods, subjects. Chronologically arranged.

Ref PN 1625 G3 1969
Gassner & Quinn, eds. Reader's Encyclopedia of World Drama. 1969.
Treats drama as literature, not as theater. Articles include biography, national drama, periods, genre, dramatic theory, etc.

Ref H 40 A215
International Encyclopedia of the Social Sciences. 17v. 1968.
Articles and bibliographies emphasize analytical and comparative aspects of the topics covered. It's predecessor, Encyclopedia of Social Sciences (Ref H 40 A2 E5) is useful for historical material.

ENCYCLOPEDIAS (Cont.)

Ref PN 1625 M3
McGraw-Hill Encyclopedia of World Drama. 4v. 1972.
Critical and biographical material on dramatists. For each major dramatist there is a biographical sketch, brief critique of his work, synopses of his plays, bibliography of editions, and usually a list of critical and biographical works.

Ref PN 44 M34 *(Reference Desk)*
Magill. Masterplots Cyclopedia of Literary Characters. 1963.
Identifies over 16,000 characters from novels, dramas, and epics of world literature, from the Greeks to the 20th century. Author and character indexes.

Ref PN 1021 E5
Princeton Encyclopedia of Poetry and Poetics. 1974.
Deals with history, theory, technique, and criticism of poetry from earliest times to 1974. Includes bibliographies.

Ref PS 21 R4
Reader's Encyclopedia of American Literature. 1962.
Comprehensive dictionary of American authors, critics, literary characters, and synopses of books.

Ref PR 19 S6
Spender. Concise Encyclopedia of English and American Poets and Poetry. 1963.
Biographical sketches and short articles on literary forms, movements, etc.

Ref Folio PR 2892 S62
Spevack. Harvard Concordance to Shakespeare. 1973.
Covers all plays and poems of Shakespeare with special added features: prose-verse distinctions, statistics, context, etc.

INDEXES TO WORKS

Ref Z 5917 S5 C44
Chicorel Index to Short Stories in Anthologies and Collections. 4v. 1st ed., 1974.
Includes over 60,000 entries. Covers short stories from all nations and throughout literary history in English or in translation. Arranged in single alphabet by author, title and anthology title.

Ref Z 5781 C487
Chicorel Theater Index to Plays in Periodicals. 1st ed. 1973.
Covers periodicals chiefly from 1900 to the present.

Ref Z 5781 C485
Chicorel Theater Index to Plays in Anthologies, Periodicals, Discs and Tapes. 3v. 1970 - 1972.
International in scope, from antiquity to 1972.

Ref Z 5781 A1 F5
Firkins., comp. Index to Plays 1800 - 1926. 1927.
Index to plays in English, with translations of foreign plays.

INDEXES TO WORKS (Cont.)

Ref PN 1021 G7
Granger's Index to Poetry. 1940+
Indexes a large number of standard and popular poetry collections, by author, title, first line, and subject, for each poem.

Ref Z 5781 L83
Logasa., comp. Index to One-Act Plays. 1924.
Title, author and subject indexes to one-act plays written in or translated into English, published since 1900. Covers 1900-1964, with suppl.

Ref Z 5781 08
Ottemiller's Index to Plays in Collections. 6th ed., rev. and enl. 1976.
Author and title index to plays appearing in collections published 1900-1975. Includes plays from ancient to modern times.

Ref Z 5917 S5 C6
Short Story Index. 5v. + suppl. 1953 - 1974.
Author, title and in many cases, subject index to short stories published 1949 or earlier. Supplements bring it up to 1973.

Ref AI 3 S85
Sutton. Speech Index. 1966 + suppl. 1966 - 1970.
Index to 259 collections of world famous orations and speeches for various occasions. Indexed by author, subject, and type of speech.

LITERARY HISTORIES

Ref PS 88 C3
Cambridge History of American Literature. 4v. 1917 - 1921.
An important history of American literature, from the colonial period to the later 19th century. Extensive bibliographies.

Ref PR 83 C22
Cambridge History of English Literature. 15v. 1907 - 1917.
The most important general history of the literature, from the earliest period to the end of the 19th century. Extensive bibliographies.

Ref PR 85 G45
Gillie. Longman Companion to English Literature. 1972.
Provides political and literary history of England 1066 to the present. Contains essays, biographies, bibliographies, and maps.

Ref Z 1225 J65
Jones. Guide to American Literature and Its Background Since 1690. 4th ed., rev. and enl. 1972.
Covers political, intellectual, and sociological backgrounds of American literary history. Contains reading lists on various aspects and schools of American literature.

Ref PR 9184.3 K5
Klinck. History of Canada; Canadian Literature in English. 2nd ed. 3v. 1976.
A comprehensive history of Canadian literature in English from earliest times to 1973.

LITERARY HISTORIES (Cont.)

Ref PS 88 L522
Literary History of the United States. 4th ed., rev. 2v. 1974.
Comprehensive work covering from colonial times to the present.
v. 1 History v.2 Bibliography

Ref PR 721 N45
Nicoll. English Drama, 1900 - 1930. 1973.
Continuation of entry under History of English Drama, 1660 - 1900.
(See Nicoll below)

Ref PR 625 N52
Nicoll. A History of English Drama 1660 - 1900. 4th ed. 6v., 1952-1959.
Comprehensive stage history. Appendixes include hand-lists of all known plays of the period, histories of the play houses, selected documents.

Ref PR 9106 S7
Oxford Companion to Canadian History and Literature. 1967.
Biographies, historical articles, bibliographies, bibliographic essays.

See Card Catalog
Oxford History of English Literature.
Each volume includes extensive bibliographies. Each volume is catalogued separately. A definitive modern history of English Literature.

QUOTATIONS

Ref PN 6331 G675
Adler. Great Treasury of Western Thought. 1977.
A compendium of important statements on Man and his institutions.

Ref PN 6081 B27
Bartlett. Familiar Quotations. 1968.
Standard, comprehensive collection. Arranged chronologically by author. Keyword index.

Ref PN 6081 E9
Evans. Dictionary of Quotations. 1968.
Comprehensive, easy to use. Subject, author, topical indexes.

Ref PN 6083 P4
Peter. Peter's Quotations: Ideas For Our Time. 1977.
Deals with contemporary subjects that are not adequately represented by other quotation references. Subject and person indexes.

Ref PN 6081 S73
Stevenson. The Home Book of Quotations. 9th ed. 1964.
Classical and modern quotations. Contains an appendix, an Index and Concordance, an author index, and a subject index.

Ref PR 2892 S63
Stevenson. The Home Book of Shakespeare Quotations. 1937.
A concordance and glossary of the works and phrases in the plays and poems of Shakespeare. Also contains a chronological list of the plays and poems.

ABSTRACTS AND INDEXES

The most recent information on most topics and often the only information on recent developments will be found in periodical literature or related publications. Indexes and Abstracts are the keys to this type of literature.

An Index is usually arranged by subject and provides a citation to the article. This includes the title of the article, author's name, title of journal, volume number, pages, and date. An Abstract citation provides similar information, plus a summary of the article. Subject headings used in these Indexes and Abstracts are similar to those used in the card catalog.

The Indexes and Abstracts described below should be of particular interest to the student of English. Most of them are located in the Index Room which is adjacent to the Reference Room.

Index P 1 A2
Abstracts of English Studies. 1958+
This publication abstracts books and periodical articles dealing with American and English literature; world literature in the English language; and the English language. Author and subject indexes.

Index PN 2 A58
Annual Bibliography of English Language and Literature. 1920+
An annually published bibliography on English and American literature. Includes references to books, pamphlets, and periodical articles. A section is devoted to the study of the English language, arranged according to subject. The literature section, arranged chronologically, treats American and English authors in one alphabetical listing. A section entitled "Literature, General" provides access to information on literary history and criticism on the specific genres.

Index AI 3 B7 *(Index Table, Reference Room)*
British Humanities Index. 1965 - 1972 (Incomplete) 1974+
Indexes material relating to the arts and politics. Quarterly issues are by subject. Annual cumulative volumes are by author and subject. Indexes about 380 British periodicals.

Index HB 5 C8 *(Index Table, Reference Room)*
Current Index to Journals in Education. 1969+ (CIJE)
The primary emphasis is on education journals, but it is useful for topics related to literary criticism, psycholinguistics, and literary reviews. Part of the ERIC data base.

Index L11 E3 *(Index Table, Reference Room)*
Education Index. 1929+
Covers 240 periodicals concerning all phases of education. English language and literature well represented. Book reviews. Articles interfiled alphabetically by author and subject. Easy to use.

Index Z 5813 R4 *(Index Table, Reference Room)*
Educational Resources Information Center (ERIC). Resources In Education. (RIE) 1966+
May be used in conjunction with CIJE above. Abstracts, reports, government funded studies, convention proceedings and papers. Does NOT abstract journals. Most material in ERIC is available on microfiche. Part of the ERIC data base.

ABSTRACTS
AND
INDEXES
(Cont.)

Index AI 3 E752
Essay and General Literature Index. 1900+
Indexes essays and articles in collected works by author, subject, and some titles. Useful for analytical material, biographical and critical matter about persons and books.

Index AI 3 H85 *(Index Table, Reference Room)*
Humanities Index. 1974+
Supercedes the humanities section of Social Sciences and Humanities Index. Covers language and literature, performing arts, and related fields. Indexes 260 periodicals by author and subject. Has book review section. More scholarly than Readers Guide.

Index P 1 L2
LLBA: Language and Language Behavior Abstracts. 1974+
Covers scholarly articles in Language and Language Behavior. Has headings under communication sciences, Poetics, syntax, etc. Abstracts 1,000+ sources.

Index P 1 M64
MLA International Bibliography. 1921+
Lists books and articles published on modern literature, folklore, languages, and linguistics. Multivolume format. Table of Contents at the beginning of each volume. Separate Author index.

Index AI 3 P7
Pooles Index to Periodical Literature. 1802 - 1906.
Index to American and English periodicals of the 19th century. Arranged by subject for non-fiction. Fiction, poetry and drama are entered under the first distinctive word of the title. Book reviews are under author or subject.

Index AI 3 R48 *(Index Table, Reference Room)*
Readers Guide To Periodical Literature. 1900+
A cumulative index of 160+ popular, nontechnical periodicals. Articles listed alphabetically by author, title and subject.

Index AI 3 S62 *(index Table, Reference Room)*
Social Sciences Index. 1974+
Interdisciplinary author and subject index to journals in the social sciences. Organized like the Reader's Guide. Book reviews at end of each issue.

Index PB 10 Y45
Year's Work In Modern Language Studies. 1929+
Concerned with language and literature development from Medieval times to the present. Coverage varies. Usually has sections on Linguistics; Medieval Latin; Romance Languages etc.

PERIODICAL PRINT-OUT AND JOURNAL BOOKLETS

The Master Periodical List is a computer print-out listing the journals, newspapers, and indexes held by Fogler Library, Bangor Community College, and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and through-out the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts, or pick up one of the booklets in the Current Periodicals Room, listing journals the Library owns by subject. There are booklets for Linguistics and Literature. You may wish to pick up other folders in related fields.

MISCELLANIOUS SOURCES

Collections of Early Literature:

Microfilm Am3
American Culture. Series II, 1493 - 1875.
Material listed in David R. Wrimer's Bibliography of American Culture, 1493 - 1875. (Ref Z 1215 A585)

Microcard
British Culture Series.
British culture 18th and 19th century; contemporary and retrospective history, biography, and criticism. Author list of material in this series is in the Microfilm Room and in the Reference Room. (Ref Folio Z 2011 B7)

Microprint MC015.73 E92e
Early American Imprints, 1639 - 1800.
Complete text of every extant book, pamphlet, and broadside. Series One (1639-1800) is based on Evans' American Bibliography. (Ref Z 1215 S48).

See Card Catalog
The English Experience; Its Record in Early Printed Books Published in Facsimile. Facsimile reprints of books originally published in England 1475 - 1640, selected from Pollard and Redgrave's Short Title Catalogue. (Ref Z 2002 P77) Until now, these were virtually unobtainable.

Film W933
Wright. American Fiction. 2v.
Material in Wright's American Fiction (Ref Z 1231 F4 W--). You need the number in the bibliography to obtain the correct reel. Covers 1774 - 1875.

Government Depository:

The Government Depository, located on Level 1B, is a valuable source of information. The took which provides access to the collection is called the Monthly Catalog of U.S. Government Publications. A Government Depository Librarian will be happy to assist you.

Information File:

This file is located in a series of metal filing cabinets along the north wall of the Reference Room. It includes the latest information on a particular subject from the most authoratative sources possible. Check the authority file for appropriate key words.

MISCELLANEOUS SOURCES (Cont.)

Learning Materials Center:

LMC, located on Level 3, houses an educational resources collection composed of a Juvenile Collection, Teen Collection, Textbooks, Guides, and Audio-visual material. Many of these items are not listed in the main catalog.

Special Collections:

The Special Collections Department is one of the primary sources for the study of Maine's past, present, and future. Manuscript items, rare books, Maine authors are examples of holdings in Special Collections. A Librarian will help you find material.

STYLE MANUALS

Ref LB 2369 C3 *(Reference Desk)*
Campbell & Ballou. Form and Style: Thesis, Reports, Term Papers. 5th ed. 1977.
Written to assist students in the preparation of term papers. Illustrates style and placement of footnotes, bibliographic references, computer materials, etc.

Ref Z 253 C7 *(Reference Desk)*
Manual of Style. 1969.
A helpful general guide. Good index. Clear format.

Ref LB 2369 M53 *(Reference Desk)*
MLA Handbook for Writers of Research Papers, Theses, and Dissertations. 1977.
Also called the MLA Style Sheet. Is used for scholarly research reports and university press material. This form is prescribed by most graduate schools for M.A. theses and doctoral dissertations.

Ref LB 2369 T82 *(Reference Desk)*
Turabian. Students Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains section on numbers and punctuation. Companion volume: Manual for Writers of Term Papers, Thesis and Dissertations. (Ref LB 2369 T8 Reference Desk).

You may want to know ...

That a computer search may be run on your topic. Check with a Reference Librarian who will explain this new service.

That the Interlibrary Loan Department will help you obtain material that is essential to your paper, but is not in Fogler's holdings.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Charlotte Huntley
Fogler Library Reference Department
June 1979

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GUIDE TO SOURCES: FOOD SCIENCE

SCOPE

This guide is a selective introduction to some of the many materials in Food Science that are available in Fogler Library. It is by no means a complete list. A Reference librarian is available to assist in locating additional materials.

CARD CATALOG

The card catalog, located on the first floor, is an index to a major portion of this Library's collection. Items may be searched by author, title, or subject.

When searching for books on a particular topic, it is important to use the appropriate subject term or phrase, or subject heading. To determine exactly which subject heading to use, you may wish to consult the Library of Congress List of Subject Headings. This 2-volume guide lists "correct" subject headings and gives alternatives or related headings. Copies are located at the card catalog and in the Reference Room. A few examples of subject headings in Food Science are:

DAIRY BACTERIOLOGY
FOOD ADDITIVES
FOOD ADULTERATION AND INSPECTION
FOOD--ANALYSIS
RADIATION STERILIZATION
SEAFOOD PROCESSING

BIBLIOGRAPHIES

Bibliographies are lists of sources of information. When available on your topic they are time-savers. Usually they include references to books, journal articles and other materials.

Ref Z 5076 U5
United States. National Agricultural Library. Dictionary catalog of the National Agricultural Library, 1862-1965, and Supplement 1966+
A monthly listing, cumulated annually, of all books, pamphlets, and new serial titles received by the N.A.L.

Documents Depository A106.110:CT
United States. Department of Agriculture. Science and Education Administration. Food Science and technology; a bibliography of recommended materials. 1978. A collection of 14 subject bibliographies on food science and technology, microbiology, toxicology, food additives and many other topics. Title index. No annotations.

DICTIONARIES AND ENCYCLOPEDIAS

Ref TP 369 H36
Hall, Carl W. and others. Encyclopedia of food engineering. 1971.
Part of the "Encyclopedia of food technology and food science series."

RAYMOND H. FOGLER LIBRARY

DICTIONARIES AND ENCYCLOPEDIAS (Cont.)

Ref TP 368.2 E6
Johnson, Arnold and Peterson, Martin. Encyclopedia of Food Science. 1978. Vol. 3 in the series mentioned above.

Ref TP 368.2 J63
Johnson, Arnold and Peterson, Martin. Encyclopedia of food technology. 1974. Vol. 2 in above series.

Ref Q 121 M3
McGraw-Hill encyclopedia of science and technology. 4th ed. 1977. (Updated by yearbooks: Ref Q9 M13).

HANDBOOKS

Handbooks are usually one-volume works that contain practical information for the user. They contain tables, charts and short descriptions or definitions and sometimes, methods or procedures.

Ref QP 751 A5
American Oil Chemists' Society. Analysis of lipids and lipoproteins. Edited by Edward G. Perkins. 1975.

Ref S 587 A7
Association of Official Analytical Chemists. Official methods of analysis. 1st, 1919+
Editions 10, 11, and 12 and supplements are all in the Reference Department. Earlier editions contain "surplus" methods, not repeated in later editions.

Ref QD 65 G64
Gordon, Arnold J. and Ford, R.A. Chemist's companion: A handbook of practical data, techniques, and references. 1972.

Ref TP 370.4 K65
Komarik, Stephan and others. Food products formulary. 1974+ vol. 1-3.

Ref RS 141.2 P5
National Academy of Sciences. Pharmacopeia of the United States of America. (The U.S. Pharmacopeia) 1975.

Ref TX 553 A3 N282
National Research Council. Food Protection Committee. Food chemicals codex. 2d ed. 1972.

Ref TP 248 E5 W58
Wiseman, Alan, comp. Handbook of enzyme biotechnology. 1975.

The following three sections are examples of some of the various sources for food science information. The publications of the U.S. government are one major source. State agencies and international agencies also produce publications in food science.

GOVERNMENT PUBLICATIONS, U.S.

U.S. government publications are housed in the Documents Depository, Level 1B. (Hours: 8 a.m - 4:30 p.m., Monday-Friday). The Monthly Catalog of U.S. Government Publications is the chief tool for identifying materials in food science, and for obtaining the Superintendent of Documents call number by which the documents can be retrieved.

The Monthly Catalog is rolled into the Reference Department evenings and weekends for user convenience. Requests may be placed with the Documents Depository for material to be left for you at the Reserve Desk if you cannot come in during the work day.

Ref Z 1223 Z7 A574 (Reference Desk)
Guide to U.S. Government publications. 3 v. Indexed by agency and title. Arranged by Superintendent of Documents call number. Useful for browsing to see what series are produced by a given agency and to obtain class numbers for retrieval from the Documents Depository.

Document Depository C56.244/6 1972
U.S. Bureau of the Census. Census of Manufactures, 1972. Industry series MC 72 (2) (Nos) Meat products. Standard Industrial Classification. No. 20A covers SIC industry group 201 (Meat products).

Note: Preliminary reports of the 1977 Census of Manufactures are arriving. For example: Poultry dressing plants; poultry and egg processing. (Document Depository C3.24/8:MC77-I-20A-2(P))

Document Depository A88.40/2:52
U.S. Department of Agriculture. Consumer and Marketing Service. Codex alimentarius. 1971. Tells about the Codex Alimentarius Commission, an international commission on food quality standards.

Document Depository HE20.4005:F73/979
U.S. Department of Health, Education and Welfare. Federal food, drug, and cosmetic act as amended, January, 1979.(Contains a complete and updated text of the act.) 1979.

Document Depository EP7.2:P76/v.2
U.S. Environmental Protection Agency. Pollution abatement in fruit and vegetable industry. v.2. In-plant control of food processing wastewaters (with list of references); by Allen M. Katsuyama and others, 1975.

Document Depository GS4.107
U.S. Office of the Federal Register. Federal register. v.1+ 1936+. Daily except Sunday, Monday and day following official Federal holiday. Includes full text of any order, regulation, notice or similar document promulgated by Federal Administrative agencies which has general applicability and legal effect. This material is later codified and published in the Code of Federal Regulations.

Document Depository A101.6:C42/977
U.S. Department of Agriculture. List of chemical compounds authorized for use under USDA meat, poultry, rabbit, and egg products inspection programs, listings effective as of January 1, 1977. 1977.

GOVERNMENT PUBLICATIONS, MAINE

Most of the Maine State agency publications held by Fogler Library are located in the Special Collections Department, Level 3. (Hours 8 a.m. - 5 p.m. Monday - Friday and 1 p.m. - 5 p.m. Sunday) Two of the sets, as noted below, also have copies in the Reference Department.

Ref KFM 47.1 M3 (Also in Special Collections)
Maine Key Number Digest: West. 1967+ 18 v. Updated. Examines and digests every opinion in the reports of the Supreme Judicial Court and all federal cases arising in Maine. Refer first to Index volumes (e.g., "Food").

Ref KFM 30 A24 1964 (Also in Special Collections)
Maine revised statutes annotated. West. 1965+ Updated by pocket part supplements. All the general and permanent laws of the state; classified by topical arrangement of titles, chapters and sections. Refer first to Index volumes (e.g., "Food").

St. Docs. A27.6 :Sa7 Date (Special Collections)
Maine Department of Agriculture. Maine sardine law. 1965+.

Note: Maine. Dept. of Human Services (1975+)
formerly
Maine Dept. of Health and Welfare. (1931-1975)

St. Docs. H40.6 :Oc8s 1973 (Special Collections)
Maine. Dept. of Health and Welfare. State of Maine occupational health standards. 1973.

St. Docs. L12/6 .13 :975 (Special Collections)
Dept. of Manpower Affairs. Bureau of Labor. Census of Maine manufactures.

Note: Maine. Dept. of Marine Resources. (1973+)
See also
Maine. Dept. of Sea and Shore Fisheries. (1931-1973)

St. Docs. S43.6 :M28/ Date (Special Collections)
Maine. Dept. of Marine Resources. Maine marine resources laws and regulation. 1975+.

INTERNATIONAL AGENCIES

A wide variety of materials for each international agency appear in different classifications throughout the library. Two examples are given below. See the card catalog under the names of these agencies, especially: Food and Agriculture Organization of the United Nations.

Ref Z 5071 F58
Food and Agriculture Organization of the United Nations. Documentation Centre. FAO Documentation: Current bibliography. 1967+. Monthly. Annual cumulations. Indexed by author, country and subject.

World Health Organization.

RA 602 F5 W67 (Stacks)
World Health Organization. Expert Committee on Fish and Shellfish Hygiene. Fish and shellfish hygiene. 1974.

STYLE MANUALS

In preparing reports the following manuals and writing guides will offer advice on proper form and style. There are also several good books in the stacks on report writing. See "Technical writing" in the card catalog.

Ref LB 2369 C3 1978 (Reference Desk)
Campbell, William G. and Ballou, Stephen V. Form and style 5th ed. 1978.

Ref Z 250.6 B5 C6 (Reference Desk)
Council of Biology Editors. Committee on Form and Style. CBE style manual. 3d ed. 1972.

Ref LB 2369 T8 (Reference Desk)
Turabian, Kate L. Manual for writers of term papers, theses, and dissertations. 4th ed. 1973.

DIRECTORIES

Ref T 12 T6
Thomas' Register of American manufacturers. Yearly. (See "Food handling and processing equipment" and "Food products"). Useful for names and addresses of suppliers and sources of chemicals.

Catalogues of individual companies are available in the Food Science Department Library.

ABSTRACTS AND INDEXES

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

The latest information on many topics, and reports of research are found in journals and other serial publications. Often these contain the only information on recent developments, long before the availability in book form. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

Name of author(s)
Title of article
Name of journal
Volume number and date
Inclusive page numbers

An Abstract supplies all the above, plus a summary or description of the article.

Some useful indexes and abstracts in food science are listed below, with their call numbers:

Index QD 71 A49	Analytical Abstracts
Index S 1 U52	Bibliography of Agriculture
Index QH 301 B4	Biological Abstracts
Index QH 301 B55	Biological Abstracts/RRM
Index S 1 B5 (Index tables)	Biological and Agricultural Index. v.2-18, 1919-'64 as Agricultural Index

BSTRACTS ND INDEXES (Cont.)

Index QD 7 C44	Chemical Abstracts
Ref AS 30 M5	Dissertation Abstracts
Periodical Stacks	Food Science Abstracts v.1-29, 1929-57
Index TP 368 F6	Food Science and Technology Abstracts
Index TX 341 N8	Nutrition Abstracts and Reviews
Index Q 1 A1 S36	Science Citation Index

JOURNALS

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

A list of the journals held in Food Science at Fogler Library is distributed from the Periodicals Desk. Food Science covers a number of disciplines. You may, therefore, wish to pick up other folders in related fields.

ANNUALS

Annuals are collections of papers by many contributors, issued once a year. As is the case with journals, annuals are covered by the abstracts and indexes listed above.

TX 537 A25 (Stacks)
Advances in food research. v.1, 1948+. Twenty to forty contributed "review papers" a year, each contains an excellent bibliography for its topic. Includes a subject index to each volume.

Call numbers differ. Check card catalog
Advances in food research. Supplements 1, 2, 3, 1969, 1970, 1972.

QR 53 D47 (Stacks)
Developments in Industrial Microbiology. v.1, 1960+.

You may want to know ...

- That the Library has over 50 journals in food science. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.
- That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.
- That the Interlibrary Loan Dept. will help you obtain material that is essential to your paper, but is not in the Fogler Library holdings.
- That a Reference Librarian will be happy to help you with material described in this booklet and with any other questions you may have about the Library.
- That you should check with the Circulation Department if you do not locate a book on the shelf.

Compiled by
Dr. Elizabeth S. Barden and Francis R. Wihbey
December, 1979

005703

UMO

GUIDE TO SOURCES: FRENCH

This guide is a highly selective introduction to the many sources of information in FRENCH that are available in Fogler Library. It is by no means a complete list. A Reference Librarian is available to assist in the location of additional information and direct you to Fogler Library holdings.

CARD CATALOG

The card catalog, located on the first floor opposite the Circulation/Reserve Desk, is a general index to the Library's book collection. In it books are listed alphabetically by *author, title,* and *subject.*

SUBJECT HEADINGS

Library of Congress Subject Headings is a guide to the headings used in the card catalog. A Reference Librarian will show you how to use it. Knowledge of this tool may save time and open new avenues of approach to your subject. Copies are located at the card catalog and in the Reference Room.

Some Subject Headings for French are:

AMERICAN LITERATURE (FRENCH)
AUTHORS, FRENCH
FRENCH POETRY
FRENCH LANGUAGE - VOCABULARY
FRENCH LITERATURE - HISTORY & CRITICISM

CALL NUMBERS AND CLASSIFICATION

Call Numbers

Most of the books in Fogler Library are classified in the Library of Congress system based upon letter and number combinations. A few, however, are classified under the Dewey Decimal System used prior to 1967. The later books, though older, may still be useful. An example of each Classification is shown below.

Library of Congress		Dewey Decimal	
PR	Class	479.109	Class and Subclass
9188	Subclass	EL 19	Derived from author's name
W5	Derived from author's name		

There are also call numbers with special designations and symbols.

Microfiche	Maine	Juv	Ref	Index	Cole
LEL	LC	448	PC	AI	V
10338	3732	Ar22	2625	7	23
	M2P7		L63	F7	F18

All call numbers are on the upper left hand corner of the catalog card. The first line of the call number is particularly important. It indicates whether the material is in the general collection or in a special area. Copy the entire number. Large yellow charts near the card catalog give the stack location of books bearing these numbers and designations.

RAYMOND H. FOGLER
LIBRARY

CALL NUMBERS AND CLASSIFICATION (Cont.)

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR FRENCH

French Language

PC	Romance Philology and languages
PC 2074	French grammar
PC 2559	Etymology
PC 2620-2645	Dictionaries
PC 2700-3761	Dialects

French Literature

PQ 100-150	General history of French literature
PQ 151-221	Medieval period to 1500/1550
PQ 226-307	Modern period
PQ 400-491	Poetry
PQ 500-591	Drama
PQ 600	Prose and prose fiction
PQ 781-841	Folk literature
PQ 1101-1391	Collections of French literature
PQ 1411-3999	Individual authors and works

REFERENCE TOOLS

Bibliographies, bibliographical guides, biographies, dictionaries, directories, encyclopedias, handbooks, stylebooks, and yearbooks are specialized reference tools which can be used in a variety of ways. Representative titles are listed below with brief annotations. Most of them may be found in the Reference Room.

BIBLIOGRAPHICAL GUIDES

Ref Z 2171 B34
Baker. *Introduction to Library Research in French Literature* 1978.
Provides a guide to important information resources for French students and gives practical suggestions on "how to get ready for research on a term paper." Indexed.

Ref Z 2171 L17
Langlois and Mareuil. *Guide bibliographique des études littéraires.*
Paris, Hachette 3^{e} éd. 1965.
A manual and guide dealing with French literature from the Middle Ages to the 20th century.

Ref Z 2175 A2 08
Osburn. *Research and Reference Guide to French Studies*. 1968+ supplement 1972.
Comprehensive guide to general French studies and to individual authors. No annotations. Valuable for graduates and undergraduates.

BIBLIOGRAPHIES

Ref Z 2171 C3
Cabeen. *Critical bibliography of French literature*. 4v.+ supplement. 1947-61.
An important annotated bibliography, arranged by chronological periods & listing books, dissertations and periodical articles.

Ref Z 2172 C48
Cioranescu. *Bibliographie de la Littérature Française du Dix-Huitième Siècle*. 3 v. 1965.

Ref Z 2172 C52
Cioranescu. *Bibliographie de la Littérature Française du Dix-Septième* Siècle. 3 v. 1969.
These two sets provide bibliographies for French literature of the 17th and 18th centuries as well as a section on "Generalities."

Ref Z 2171 K55
Klapp. *Bibliographie der Französischen Literaturwissenschaft.* 11 v. 1960-73.
Bibliography to material in books, periodicals, theses, etc. since 1956.
Has index of scholars and subject index.

Ref Z 2171 M33
Mahaffey. *A Concise Bibliography of French Literature*. 1975.
Arranged by century. Includes critical works, biographies and basic information on outstanding features of French literature and scholarship.

Z 927 P2 (Bibliography Room)
Paris. Bibliothèque Nationale. *Catalogue général des livres imprimés: auteurs*. Paris, Impr. Nationale 1900+ (in progress - set nearly complete)
An important modern catalog of the French National Library. The holdings are listed by author.

Ref Z 2171 B55
Rancoeur. Bibliographie de la Littérature Française du Moyen âge à nos jours. 1972, 1973.
Annual compilation from the quarterly issues of the journal *Revue d'histoire littéraire de la France*.

Ref Z 1035 B7
The Reader's Adviser: a guide to the best in literature. 12th ed. 1974-1977.
French literature in translation is annotated in chapter 9, of volume 2.

Ref Z 2171 T16
Talvart and Place. *Bibliographie des auteurs modernes de langue française* (1801-1962). 1928-1964.
Arranged alphabetically by author giving brief biography, list of writings by and about the author. Very important bibliography of 19th and 20th century French authors.

BIBLIOGRAPHIES (Cont.)

Ref Z 1377 F8 B68 1973
Tougas. A check list of printed materials relating to French Canadian literature, 1963-1968. 1973.
Represents the holdings of the University of British Columbia in the field of French-Canadian literature.

BIOGRAPHIES

Ref F 1027 B58
Biographies Canadiennes Françaises; Who's Who in Québec 23^e éd. 1972-73.
Biographies, in French, of 500 living notables. Includes photographs.

Ref F 1027 B582
Les Biographies Françaises d'Amérique. 1950. A Canada-wide source for about 900 biographies, with photographs.

Ref PQ 305 B54
Boisdeffre, Pierre de, ed. Dictionnaire de littérature contemporaine. 1963.
Includes signed articles on 20th century French writers, and lists bibliographies of authors' works and other biographical material.

Ref PQ 305 B584
Bonnefoy et al. Dictionnaire de Littérature Française Contemporaine. 1977.
Illustrated, signed biographical sketches. Brief bibliographies, essays, and reviews.

Ref PN 41 D48
Dictionnaire biographique des auteurs de tous les temps et de tous les pays. 1956.
Illustrated. Articles evaluate author's works. Includes bibliography.
Universal in scope.

Ref CT 143 G7
Grimal. Dictionnaire des Biographies. 1958.
A two-volume illustrated dictionary handy for quick references.

Ref Z 6511 H38
Havlice. Index to Literary Biography. 1975.
Indexes fifty sources for biographical material on American and European authors.

Ref PN 451 K8
Kunitz and Vineta, eds. European Authors, 1000-1900: A Biographical Dictionary of European Literature. 1967.
Contains biographies of 967 European writers 1000-1925. Illustrated.
Bibliographies of works by and about the authors.

Ref CT 143 B56
Michaud. Biographie Universelle (Michaud).
Paris, Mme. C. Desplaces, 1843-65. 52v.
A very useful and important dictionary of universal biography.

BIOGRAPHIES (Cont.)

Ref PN 451 W3
Wakeman and Kunitz. World Authors, 1950-1970: A Companion Volume to "Twentieth Century Authors." 1975.
Useful for access to information on authors between 1950 and 1970.

Who's Who in France; Qui est qui en France; Dictionnaire biographique. 14^{e} éd. 1979-80.
Short biographies, in French, of 22,000 notable living French citizens. Includes lists of members of the Sénat and l'Assemblée Nationale.

For additional general and special biographies check the card catalog unde the subject headings:

AUTHORS, FRENCH--BIOGRAPHY
FRANCE -- BIOGRAPHY
FRENCH LITERATURE -- BIO-BIBLIOGRAPHY

Some of the more important authors have individual biographies or bibliographies.

BOOK REVIEWS AND CRITICISM

For Reviews and Criticism see separate publication, Book Reviews and Criticism.

DICTIONARIES

Dictionaries are sources of information about words. Each dictionary in this list serves a special purpose. The Bailly and the "Petit Robert" dictionaries, for example, are used to find words of like meaning. Others cover a period of time (e.g., the Dubois for 17th century usage), or a region (e.g., the Dictionnaire Canadien for Canadian French).

Bilingual dictionaries are intended for speakers learning one of a pair of languages, giving meanings in the other. Those listed here are paired for English and French speakers. But the Library also owns bilingual French-German, French-Italian, and French-Latin dictionaries. To find dictionaries for special fields, look under the field in the Card Catalog, e.g., "Science--Dictionaries--French."

Ref PC 2591 B3
Bailly. Dictionnaire des synonymes de la langue française. c1946.
Small, but good. Brings related words together and explains their differences. Some examples given. Commended by Académie Française.

PN 445 B334 (Stacks)
Beckson and Ganz. Literary Terms: A Dictionary. 1975.
Revised and updated from 1961 edition. Includes definitions of many recent critical terms.

Ref PC 2640 D44
Dictionnaire Canadien; the Canadian Dictionary. Edition abrégée. 1962.
Bilingual dictionary of French as spoken and understood in Canada.

DICTIONARIES
(Cont.)

Ref PC 2650 D8
Dubois and Logane. Dictionnaire de la langue française classique. 1960.
Attempts to define those 17th century words no longer in general use, and words with changed meaning.

Ref PN 41 F6
Fowler. Dictionary of Modern Critical Terms. 1973.
Gives detailed information on many frequently used terms.

Ref PC 2640 H817 1972b
Harrap's New Standard French and English Dictionary ed. 1972. 2 v.
A superior dictionary with emphasis on the language of the 20th century; gives many examples of usage. Distinguishes between British and American usage. Includes many new Americanisms.

Ref PC 2625 I4 v.1-
Imbs, Paul. Trésor de la langue Française; dictionnaire de la langue du XIX^{e} et du XX^{e} siècle (1789-1960). 1971- (Set still in progress)
A comprehensive historical dictionary - a "French O.E.D." Includes definitions, illustrations, history, etymology with sources, pronunciation in I.P.A., citations, and detailed indications of usage and syntax.

Ref PC 3741 M33
Marks, Joseph. The new French-English dictionary of slang and colloquialisms. 1971.
The purpose of this book is to enable English speaking people to "cope with the familiar and slangy elements of the French language they are likely to come across."

Ref PQ 41 C6
Reid, ed. The Concise Oxford Dictionary of French Literature. 1976.
An abridged and revised version of Oxford Companion. New articles added, existing ones revised and expanded.

Ref PC 2640 C3
New Cassell's French Dictionary: French-English, English-French. Completely revised by Denis Girard (et al.). 1962.
A standard one-volume desk dictionary. Defines words and expressions. Includes apprendices such as weights and measures and French and English abbreviations.

Ref PC 2460 R5
Rheims, Maurice. Dictionnaire des mots sauvages (Écrivains des XIX^{e} et XX^{e} siècles). 1969.
Excellent for the language of modern literature. Indicates usage and literary context of terms. Good bibliography.

Ref PC 2625 R554
Robert, Paul. Dictionnaire alphabétique et analogique de la langue française. Nouvelle ed. 1978.
Known as the Petit Robert. Is for advanced undergraduate and graduate students. Has synonym-antonym feature. Also includes etymology,examples of usage, and pronunciation. (A condensation and update of the "Grand Robert"
Ref PC 2625 R56 in six volumes plus supplement.)

DICTIONARIES (Cont.)

PN 44.5 S46 (Stacks)
Shaw. Dictionary of Literary Terms. 1972.
Defines critical terms used in literature, and related fields such as journalism, television, film, and stage.

PC 2460 T46 (Stacks)
Thomas. Dictionnaire des difficultés de la langue française. 1956.
A dictionary of correct usage for students and writers.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations. 1933-34+
An annual index of dissertations arranged by subject. Covers U.S. and Canadian dissertations and contains some that are not in D.A.I. Includes an author index.

Document Depository
SN3-#87 1978
Bruchet and Evans. Theses in Canada/ Thèses au Canada. 1978.
A bilingual bibliography of sources of information about master's theses and doctoral dissertations. Arranged by broad subject.

Document Depository. SN2-2
Canadiana Part II. Many Canadian Universities are not covered in Dissertation Abstracts International. But, about 80% of all master's theses and doctoral dissertations are eventually microfilmed and cataloged by the National Library of Canada which also sells microform copies. These appear in Canadiana, Part II (previously Part III, until 1973). To see if a particular thesis or dissertation has been filmed, look under the author's name in the Canadiana index volumes.

Microfiche. Reference Desk
Comprehensive Dissertation Index, 1861-1972 and suppls. 1973+
More than 100 years of dissertations arranged by discipline and key words. Supplements are issued annually. Serves as a subject index for Dissertation Abstracts International.

Ref AS 30 M5
Dissertation Abstracts International 1938+
These abstracts of doctoral dissertations are issued monthly in two sections. Part A (Humanities and Social Sciences) includes speech, theater, language and languages, linguistics, etc. Part B (Science and Egnineering) includes human development, mental health, audiology and psychology. Each volume has a key word title index and an author index. Author indexes are cumulated annually. (v. 1-13, 1938-53 are in the Microform Room.)

DISSERTATIONS (Cont.)

Ref AS 30 M5
Dissertation Abstracts International Retrospective Index. v.I-XXIX, (1938-1969). c1970.
Provides author and subject approaches to dissertations included in the first 29v. of Dissertation Abstracts International. Covers years 1938-1969. Index reference gives order number as well as volume and page numbers for the abstract. A comprehensive subject index appearing in each volume and a table of contents for each volume facilitate use. It is superceded by the Comprehensive Dissertation Index, though it will continue to be useful for those who prefer reading text instead of microfiche.

ENCYCLOPEDIAS

Ref PN 41 C3 1973
Cassell's Encyclopedia of World Literature. Rev. & enl. 1973.
Three-volume set. Arranged as follows: v.I, histories and general articles on genres, literary forms, etc.; v.II & III, biographies. Signed articles. Bome bibliographies.

Ref AE 25 G64
Grand Larousse encyclopédique en dix volumes. 1960-64 ... and Supplements, 1968, 1975.
A general encyclopedia that gives especially good coverage of French biography and geography. Brief articles. This is the work from which *Petit Larousse* was abridged.

Ref AE 25 G69
La Grande Encyclopédie. 20 v. plus index. 1971-76.
Longer articles under fewer entries than above. Use the index volume to locate specific topics within the set. Emphasizes technological advances, physical and social sciences. Illustrated in color.

HANDBOOKS

Handbooks are usually one volume works that contain practical information for the user. They contain tables, charts, and short descriptions or definitions.

Ref PQ 41 H3
Harvey, Sir P. and Hesseltine, J.E. eds. 1959.
The Oxford companion to French literature.
The most comprehensive work available on the subject in one volume, covering the period from 400 A.D. to the beginning of W.W.II.

445 G869a (Stacks)
Grevisse. *Le bon usage.* 1964.
Detailed and definitive information on usage and grammar. Also contains an extensive bibliography of works on grammar.

Ref PC 3637 R6
Robinson. *Practical Handbook of Canadian French.* 1973.
This book consists of topical lists of common words and expressions used in Quebec but whose form or meaning is rare or unknown in France. Equivalents in "Standard French," and in English are given.

HISTORIES

PQ 116 H5 (Stacks)
Brunel, et al. Histoire de la Littérature Française. 1972.
An illustrated history of French literature from the Moyen Âge to the present. Includes bibliographies for each section. Indexed.

PC 2075 B7 (Stacks)
Brunot, F. Histoire de la language française des origines à nos jours. Paris, Colin, 1966-67 9 v. in 16.
A history of the language, le francien, the special form taken from the Latin spoken in and around Paris and how it developed and expanded beyond its beginnings to all countries where it is spoken, written and understood today.

PC 2075 F6 (Stacks)
Fox, John and Wood, Robin. A concise history of the French language (phonology and morphology). Blackwell, 1970.
The evolution of sound and word structure in the light of current linguistic studies.

PQ 101 L32 (Stacks)
Lanson, G. Histoire illustré de la littérature française: le Moyen Âge; du Moyen Âge a la Renaissance; le XVI^{e} siècle; le XVII^{e} siècle; le XVIII^{e} siècle; époque contemporaine. Paris, Hachette, 1923. 2 v.
A standard work on the history of French literature.

PQ 305 M63 (Stacks)
Moore, Harry Thornton. Twentieth century French literature since World War II. Southern Illinois Univ. Press, 1966. 2 v.
Much of this in the form of plot summaries of novels and plays. Most of the important writers of the past 66 years have been included. It does contain errors.

PQ 671 P4 (Stacks)
Peyre, Henri. French Novelists of today. Oxford, 1967.
"A supremely lucid and vigorous survey of the novel in France from 1920 to the present".

PQ 305 P4813 (Stacks)
Picon. Contemporary French Literature 1945 and after. 1974.
An overview of French literature since W.W.II. Has a good bibliography of translations. Indexed.

PQ 645 S5 (Stacks)
Showalter. The Evolution of the French Novel: 1641-1782. 1972.
A good general study of 18th century French novel. Footnoted and indexed.

PR 9188 W5 (Stacks)
Wilson, Edmund. O Canada, An American's notes on Canadian culture. Farrar, Straus, 1965.
A comprehensive report of Canadian literature in French.

INDEXES AND ABSTRACTS

The most recent information on most topics and often the only information on recent developments will be found in periodical literature or related publications. Indexes and Abstracts are the keys to this type of literature.

An Index is usually arranged by subject and provides a citation to the article. This includes the title of the article, author's name, title of journal, volume number, pages, and date. An Abstract citation provides similar information, plus a summary of the article. Subject headings used in these Indexes and Abstracts are similar to those used in the card catalog.

The Indexes and Abstracts described below should be of particular interest to the student of French. Most of them are located in the Index Room which is adjacent to the Reference Room.

Index AI 3 B7 *(Index Table, Reference Room)*
British Humanities Index. 1965 - 1972 (Incomplete) 1974+
Indexes material relating to the arts and politics. Quarterly issues are by subject. Annual cumulative volumes are by author and subject. Indexes about 380 British periodicals. Large section on French literature.

Index HB 5 C8 *(Index Table, Reference Room)*
Current Index to Journals in Education. 1969+ (CIJE)
The primary emphasis is on education journals, but it is useful for topics related to literary criticism, psycholinguistics, and literary reviews. Part of the ERIC data base.

Index AI 3 C262
Canadian Periodicals Index. 1965+
Covers 60 Canadian periodicals. Bilingual. Indexes alphabetically by author and subject. Subject headings in English, but cross references are in French. Book Reviews listed under heading "Book reviews."

Index L11 E3 *(Index Table, Reference Room)*
Education Index. 1929+
Covers 240 periodicals concerning all phases of education. French language and literature well represented. Book reviews. Articles interfiled alphabetically by author and subject. Easy to use.

Index Z 5813 R4 *(Index Table, Reference Room)*
Educational Resources Information Center (ERIC). Resources in Education. (RIE) 1966+
May be used in conjunction with CIJE above. Abstracts reports, government funded studies, convention proceedings and papers. Does NOT abstract journals. Most material in ERIC is available on microfiche. Part of the ERIC data base.

Index AI 3 E752
Essay and General Literature Index. 1900+
Indexes essays and articles in collected works by author, subject, and some titles. Useful for analytical material, biographical and critical matter about persons and books.

INDEXES AND ABSTRACTS (Cont.)

Index AI 7 F7
French Periodical Index.
Indexes 10 outstanding French-language periodicals originating outside France. Arranged alphabetically under 26 subject categories, then alphabetically by subject within each category.

Index AI 3 H85 *(Index Table, Reference Room)*
Humanities Index. 1974+
Supersedes the humanities section of Social Sciences and Humanities Index. Covers language and literature, performing arts, and related fields. Indexes 260 periodicals by author and subject. Has book review section. More scholarly than Readers Guide.

Index Z 6514 T7 I42
Index Translationum: International Bibliography of Translations. 1948. 1962+
A catalog of tanslated books published in respective years. Arranged by 9 basic decimal subject headings under each country. Indexed by author at end of volume.

Index P 1 M64
MLA International Bibliography. 1921+
Lists books and articles published on modern literature, forklore, languages, and linguistics. Multivolume format. Table of Contents at the beginning of each volume. Separate Author index.

Index PB 10 Y45
Year's Work In Modern Language Studies. 1929+
Concerned with language and literature development from Medieval times to the present. Coverage varies. Usually has sections on Linguistics; Medieval Latin; Romance Languages etc.

PERIODICAL PRINT-OUT AND JOURNAL BOOKLETS

The Master Periodical List is a computer print-out listing the journals, newspapers, and indexes held by Fogler Library, Bangor Community College, and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and through-out the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts, or pick up one of the booklets in the Current Periodicals Room, listing journals the Library owns by subject. There are booklets for Linguistics and Literature. You may wish to pick up other folders in related fields.

MISCELLANEOUS SOURCES

Government Depository

The Government Depository, located on Level 1B, is a valuable source of information. Material concerning U.S.-French foreign affairs are shelved in this Department. Canadian Documents are also located in the Government depository area.

MISCELLANEOUS
SOURCES
(Cont.)

Learning Materials Center

LMC, located on Level 3, houses an educational resources collection composed of a Juvenile Collection, Teen Collection, Textbooks, Guides, and Audio-visual material. Many of these items are not listed in the main catalog. You will find texts, juvenile and teen books, and cassettes in the French language in this center.

Special Collections

This Department is one of the primary sources for the study of Maine's past, present, and future. It also houses all theses and dissertations, written by U.M. students and faculty, with cataloging by subject. The collection of French-Canadian materials may also be of interest. A Librarian will assist you in your search for information.

STYLE
MANUALS

Ref LB 2369 C3 *(Reference Desk)*
Campbell & Ballou. Form and Style: Thesis, Reports, Term Papers. 5th ed. 1977. Written to assist students in the preparation of term papers. Illustrates style and placement of footnotes, bibliographic references, computer materials, etc.

Ref Z 253 C7 *(Reference Desk)*
Manual of Style. 1969.
A helpful general guide. Good index. Clear format.

Ref LB 2369 M53 *(Reference Desk)*
MLA Handbook for Writers of Research Papers, Theses, and Dissertations. 1977. Also called the MLA Style Sheet. Is used for scholarly research reports and university press material. This form is prescribed by most graduate schools for M.A. theses and doctoral dissertations.

Ref LB 2369 T82 *(Reference Desk)*
Turabian. Student's Guide for Writing College Papers. 3rd ed., 1976. Most popular style manual. Contains section on numbers and punctuation. Companion volume: Manual for Writers of Term Papers, Theses and Dissertations. *(Ref LB 2369 T8 Reference Desk).*

You may want to know ...

That the Library subscribes to well over 50 journals in French Language and Literature. There are complimentary booklets listing these journals available in the Current Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will explain this new service.

That the Interlibrary Loan Department will help you obtain material that is essential to your paper, but is not in Fogler's holdings.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Charlotte Huntley
and Francis R. Wihbey
November 1979

005705

UMO

GUIDE TO SOURCES: GERMAN

This guide is a highly selective introduction to the many sources of information in GERMAN that are available in Fogler Library. It is by no means a complete list. A Reference Librarian is available to assist in the location of additional information and direct you to Fogler Library holdings.

CARD CATALOG

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Library of Congress Subject Headings is a guide to the headings used in the card catalog. A Reference Librarian will show you how to use it. Knowledge of this tool may save time and open new avenues of approach to your subject. Copies are located at the card catalog and in the Reference Room.

Some Subject Headings Related to German are:

ALMANACS, GERMAN
GERMAN DRAMA - To 1500
GERMAN LANGUAGE - STYLE
GERMAN LITERATURE (SELECTIONS)
LOW GERMAN LITERATURE

CALL NUMBERS AND CLASSIFICATION

Call Numbers

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Library of Congress	
PT	Class
91	Subclass
I5	Derived from author's name

Dewey Decimal	
430.9	Class and Subclass
W312	Derived from author's name

There are also call numbers with special designations and symbols.

Ref	Maine	Juv	Index	Univ
Z	PT	F765h	PO	1969
2230	771		10	L561
K93	H4		Y45	

All call numbers are on the upper left hand corner of the catalog card. The first line of the call number is particularly important. It indicates whether the material is in the general collection or in a special area. Copy the entire number. Large yellow charts near the card catalog give the location of books bearing these numbers and designations.

RAYMOND H. FOGLER LIBRARY

CALL NUMBERS AND CLASSIFICATION (Cont.)

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR GERMAN

PD	Germanic languages
PD 1001-1350	Old Germanic dialects
PF	West Germanic (or Teutonic) languages
PF 3001-5999	German
PF 3001-3693	German language
PF 3097-3400	Grammar
PF 3571-3599	Etymology
PF 3620-3693	Dictionaries
PF 3801-3991	Old High German
PF 3992-4000	Old Saxon
PF 4043-4350	Middle High German
PF 4501-4596	Early Modern German
PF 5000-5999	German Dialects
PT	German literature
PT 1-951	History and criticism
PT 1100-1485	Collections
PT 1501-4899	Individual authors

REFERENCE TOOLS

Bibliographies, biographical guides, dictionaries, directories, encyclopedias, handbooks, stylebooks, and yearbooks are specialized reference tools which can be used in a variety of ways. Representative titles are listed below with brief annotations. Most of them may be found in the Reference Room.

BIBLIOGRAPHIES AND GUIDES

Ref Z 2231 A87 1931
Arnold, Robert F. Allgemeine Bücherkunde zur neueren deutschen Literaturgeschichte. 3rd ed. 1931.
A useful small bibliography, covers both German literature and other general reference books as they relate to that subject.

Ref Z 2231 B5
Bibliographie der deutschen Literaturwissenschaft. v.1-8, 1945-1968 and Bibliographie der deutschen Sprach-und Literaturwissenschaft. v.9-17, 1969-1977.
A comprehensive bibliography of Western language materials, arranged by literary period, with author and subject indexes.

Ref PT 41 G37
Garland, Henry and Mary. The Oxford Companion to German Literature. Clarendon, 1976. Spans the period from c. 800 to the early 1970's
A wide variety of entries listed under a single alphabet and linked by a system of cross references.

Ref Z 2235 A2H3 1968
Hansel, Johannes. Bücherkunde für Germanisten. 5th ed. Berlin, Schmidt, 1968. A recommended short bibliography in German philology.

BIBLIOGRAPHIES AND GUIDES (Cont.)

Ref Z 2235 A2J3
Jahresbericht für deutsche Sprache und Literatur.v.1, 1940-45, v.2, 1946-50.
A comprehensive bibliography of books and periodical articles; classified arrangement with extensive indexes.

Ref Z 2231 K6 1949
Körner, Josef. Bibliographisches Handbuch des deutschen Schrifttums. 3rd ed. 1949. Lists books & periodical articles from ancient times to WWII. Arranged chronologically by period, sub-divided by subject; subject and name indexes.

Ref Z 2230 K862 1968
Kosch, Wilhelm. Deutsches Literatur-Lexikon; biographisch-bibliographisches Handbuch. 3rd ed. 1968- v.1-. Primarily a dictionary of German authors of all periods. Includes living persons; extensive bibliographies, entries on literary forms, titles, allusions, places, etc.

Ref Z 1035 B7
The Reader's Adviser: a guide to the best in literature. 12th ed. R.R.Bowker, 1974.
German literature in translation is annotated in Chapter 12 of volume 2.

BIOGRAPHY

Ref DD 85 R572
Biographisches Wörterbuch zur deutschen Geschichte. 3v. 1973.
One-column biographies. Covers 1440 to present in Germany and (for certain historical eras) other German-speaking countries.

Ref Z 1002 H24
Hansel. Personalbibliographie zur deutschen Literaturgeschichte 1967.
Biographical bibliographies of 300 authors. Arragned by periods.

Ref DD 85 N4
Neue Deutsche Biographie. v. 1953- (set in progress)
Biographies, signed articles. Bibliographies at end.

Ref DD 85 W45
Who's Who In Germany. 2v. 4th ed. 1972.
A biographical dictionary containing 15,000+ biographies of prominent Germans.

Biographies of individual authors are listed under the author's name in the card catalog. Some of the more important authors also have individual bibliographies.

DICTIONARIES

Ref PF 3640 B866
Brockhaus-Bildwörterbuch: Deutsch-English. 5th ed. 1974.
Arranged German-English with American expressions noted. Represents German language at its present stage of development and as it is actually used.

DICTIONARIES (Cont.)

Ref PF 3591 F37
Farrell, Ralph B. *Dictionary of German Synonyms*. 3rd ed. 1977.
Arranged English/German. Differences in meaning discussed. Examples.

Ref PF 3625 G7 & G72
Grimm, Jacob and Grimm, Wilhelm. *Deutsches Wörterbuch*. 1854-1960, 1965.
"The great dictionary of the German language" - Compiled on historical principles, with literary examples.

Ref PF 3640 B45 c.1-Ref.Desk c.2-Shelf
The New Cassell's German Dictionary. German/English, English/German. 1962.
Reflects current usage, including words in science, economics, technology, etc. A very useful bilingual dictionary.

Ref PF 3640 H3
Harrap's Standard German and English Dictionary. ed. by Trevor Jones. 1963. German/English, 3v. (A-R)
Scholarly; includes scientific terms; gives examples of usage.

Ref PF 3640 L257
Langenscheidt's New Muret-Sanders Encyclopedic Dictionary of the English and German Languages. 1962-64 4v.
An outstanding bilingual dictionary.

Ref PT 41 R4 1958
Reallexikon der Deutschen Literaturgeschichte. 2nd ed. 1958
An alphabetically arranged dictionary with articles and bibliographies on periods, types, schools, and kinds of German literature. No entries under personal names.

Ref PF 3640 W546
Wildhagen, Karl. *The New Wildhagen German Dictionary*. German/English, English/German. 1965.
Has lists of abbreviations, proper names, tables, section on grammar.
A well-edited desk-size dictionary.

ENCYCLOPEDIAS AND HANDBOOKS

Ref PT 183 B6 1976
Bostock. *A Handbook on Old High German Literature*. 2d ed. rev. 1976.
Discusses learned Latin literature of the monasteries and the native oral literature handed down by reciters. Has bibliography, maps, and Index.

Ref AE 27 G672
Brockhaus Enzyklopädie in 20 Banden. 17th ed. of Der grosse Brockhaus. 1966-74 24v.
The standard German encyclopedia. Short articles on small subject, many illustrations, bibliographies. The 16th ed. (Ref AE 27 G67) is still useful.

HISTORY AND CRITICISM

Ref PT 401 D6
Domandi, Agnes K. Modern German Literature. 1972. History and criticism of 20th century authors; includes bibliographies.

Ref PT 103 F72 1970
Frenzel, Herbert A. Daten deutscher Dichtung: chronologischer Abriss der deutschen Literaturgeschichte von den Anfängen bis zur Gegenwart. 6th ed. 1970. 2v. Basic arrangement is by broad period divisions, followed by authors (alphabetical) and works (chronological) with brief notes.

Ref PF 3075 M59 1972
Moser, Hugo. Annalen der deutschen Sprache von den Anfängen bis zur Gegenwart. 4th ed., 1972. Short, scholarly. Has bibliographies.

Other material on History and Criticism is listed in the card catalog under:
GERMAN LANGUAGE — HISTORY
GERMAN LITERATURE — HISTORY AND CRITICISM
GERMAN LITERATURE — [PERIOD] — HISTORY AND CRITICISM
and under individual authors' names, e. g.:
GOETHE, JOHANN WOLFGANG VON, 1749 - 1832
— CRITICISM AND INTERPRETATION

INDEXES AND ABSTRACTS

The most recent information on most topics and often the only information on recent developments will be found in periodical literature or related publications. Indexes and Abstracts are the keys to this type of literature.

An Index is usually arranged by subject and provides a citation to the article. This includes the title of the article, author's name, title of journal, volume number, pages, and date. An Abstract citation provides similar information, plus a summary of the article. Subject headings used in these Indexes and Abstracts are similar to those used in the card catalog.

The Indexes and Abstracts described below should be of particular interest to the student of German. Most of them are located in the Index Room which is adjacent to the Reference Room.

Index AI 3 B7 (Index Table, Reference Room)
British Humanities Index. 1965-72 (Incomplete) 1974+
Indexes material relating to the arts and politics. Quarterly issues are by subject. Annual cumulative volumes are by author and subject. Indexes about 380 British periodicals.

Index HB 5 C8 (Index Table, Reference Room)
Current Index to Journals in Education. 1969+ (CIJE)
The primary emphasis is on education journals, but it is useful for topics related to literary criticism, psycholinguistics, and literary reviews. Part of the ERIC data base.

INDEXES AND ABSTRACTS (Cont.)

Index L11 E3 (Index Table, Reference Room)
Education Index. 1929+
Covers 240 periodicals concerning all phases of education. English language and literature well represented. Book reviews. Articles interfiled alphabetically by author and subject. Easy to use.

Index Z 5813 R4 (Index Table, Reference Room)
Educational Resources Information Center (ERIC). Resources In Education. (RIE) 1966+
May be used in conjunction with CIJE above. Gives Abstracts of reports, government-funded studies, convention proceedings and papers. Does NOT cover journals. Most material in RIE is available on microfiche. Part of the ERIC data base.

Index AI 3 E752
Essay and General Literature Index. 1900+
Indexes essays and articles in collected works by author, subject, and some titles. Useful for analytical material, biographical and critical matter about persons and books. Includes works in English about foreign language authors and their works.

Index AI 3 H85 (Index Table, Reference Room)
Humanities Index. 1974+
Supersedes the humanities section of Social Sciences and Humanities Index. Covers language and literature, performing arts, and related fields. Indexes 260 periodicals by author and subject. Has book review section. More scholarly than Readers Guide.

Index P1 L2
LLBA: Language and Language Behavior Abstracts. 1974+
Covers scholarly articles in Language and Language Behavior. Has headings under communication sciences, poetics, syntax, etc. Abstracts 1,000+ sources.

Index P1 M64
MLA International Bibliography of Books and Articles on the Modern Languages and Literatures. 1921+
This is the principal annual index to critical works on modern literature, folklore, languages and linguistics. (MLA includes much pre-1500 literature in the "modern" scope.) Arranged by country, then subdivided by century. Locate the German literature section using the table of contents. (Starting in 1969 German is included within a part called "volume II" bound into the annual.)

Arranged first under each century section are citations for books and articles on the literature of the period in general. Next, individual authors of the period are listed in alphabetical order followed by citations to new critical works.

Index A1 3 R48 (Index Table, Reference Room)
Readers Guide To Periodical Literature. 1900+
A cumulative index of 160+ popular, nontechnical periodicals. Articles listed alphabetically by author, title and subject. Especially useful for current events.

INDEXES AND ABSTRACTS (Cont.)

Index AI 3 562 (Index Table, Reference Room)
Social Sciences Index. 1974+
Author and subject index to journals in the social sciences. Useful for such topics as German public opinion, economic and social conditions, law and criminology, etc.

Index PB 10 Y45
Year's Work In Modern Language Studies. 1929+
Concerned with language and literature development from medieval times to the present. Coverage varies, but usually has sections on general linguistics and medieval and modern German literature. Written in essay style. Use the indexes to subjects and names in order to locate page numbers of desired items.

PERIODICAL LIST

The Master Periodical List is a computer print-out listing the journals, newspapers, and indexes held by Fogler Library, Bangor Community College, and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations, 1955/56+
An annual index of dissertations arranged by subject. Includes author index.

Microfiche. *Reference Desk.*
Comprehensive Dissertation Index, 1861-1972. +annual supplements, 1973+
More than 100 years of dissertations arranged by discipline and key words. Supplements are issued annually. Serves as a subject index for Dissertation Abstracts International.

Ref AS 30 M5
Dissertation Abstracts International, 1938+
These abstracts of doctoral dissertations are issued monthly in two sections, A and B. Part A (Humanities and Social Sciences) includes all dissertations on language, literature and linguistics. The dissertations themselves are filmed and may be purchased from University Microfilms. Ask at the Reference Desk for order forms.

For UMO dissertations see the Special Collections Department.

STYLE MANUALS

029.6 B22 (Stacks)
Bangen, Georg. Die schriftliche Form germanistischer Arbeiten. 3rd ed., 1964.
A basic German style manual.

Ref LB 2369 C3 (Reference Desk)
Campbell & Ballou. Form and Style: Thesis, Reports, Term Papers. 5th ed., 1977.
Written to assist students in the preparation of term papers. Illustrates style and placement of footnotes, bibliographic references, etc.

STYLE MANUALS (Cont.)

Ref Z 253 C57 (Reference Desk)
A Manual of Style. University of Chicago Press. 1969.
A helpful general guide. Good index. Clear format.

Ref LB 2369 M53 (Reference Desk)
MLA Handbook for Writers of Research Papers, Theses, and Dissertations. 1977.
Also called the MLA Style Sheet. Is used for scholarly research reports and university press material. This form is prescribed by most graduate schools for M.A. theses and doctoral dissertations.

Ref LB 2369 T82 (Reference Desk)
Turabian. Students Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains section on numbers and punctuation.
Companion volume: Manual for Writers of Term Papers, Thesis and Dissertations. (Ref LB 2369 T8 Reference Desk).

OTHER SOURCES

Learning Materials Center:
The "L.M.C." located on Level 3, houses an educational resources collection. Many of these items are not listed in the main catalog. You will find German textbooks, juvenile books in the German language, and some German language cassettes in this area.

Special Collections:
The Special Collections Department is one of the primary sources for the study of Maine's past, present, and future. It also houses the University's Theses collection. Theses on German language and literature may be found in this room. A Librarian will help you find material.

You may want to know ...

That the library has over 35 journals in German language and literature and a weekly newspaper, Die Zeit. There are booklets listing our journals in Foreign Languages, in Literature and in Linguistics available in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field. You may wish to pick up other booklets in related fields.

That a computer search may be run on your topic. Check with a Reference Librarian who will explain this new service.

That the Interlibrary Loan Department will help you obtain material that is essential to your paper, but is not in Fogler's holdings.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Charlotte Huntley
and Francis R. Wihbey

January, 1980

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UMO

GUIDE TO SOURCES: MUSIC

SCOPE

This guide is intended to serve as an introduction to the basic sources of Music information available in Fogler Library. It is by no means a complete list, but will give the user an idea of the types of information that can be found and in what areas of the Library.

CARD CATALOG

The card catalog, located on the first floor, is an index to a major portion of this Library's collection. Items may be searched by author, title, or subject.

SUBJECT HEADINGS

When searching for books on a particular topic, it is important to use the appropriate subject term or phrase, or subject heading. A few examples of subject headings in the Music area are:

HARMONY
JAZZ MUSIC
MUSIC AND MORALS
MUSIC AS A PROFESSION
OPERA
SONGS

Subject headings may also be subdivided to make it easier to find specific topics. For example, the broad topic MUSIC can be narrowed down in these ways:

MUSIC - DICTIONARIES (subdivision by type of book)
MUSIC, POPULAR
MUSIC - THEORY -- (subdivision by subtopic)
MUSIC - UNITED STATES (geographic subdivision)

To determine exactly which subject heading to use, you may wish to consult the Library of Congress List of Subject Headings. This 2-volume guide lists "correct" subject headings and gives alternatives or related headings. Since it is a fairly complex guide, you may wish to ask for assistance the first time you use it. Copies are located at the card catalog and in the Reference Room.

CALL NUMBERS AND CLASSIFICATIO

Most of the books in Fogler Library are classified in the Library of Congress (LC) classification system which is based upon letter and number combinations. The call number of a volume classified in "LC" is shown below.

Ref	Location symbol - Indicates the book is shelved in Reference
ML	Class - Music, Literature of Music
3551	Subclass - National Music
E83	Derived from author's name

RAYMOND H. FOGLER LIBRARY

LC CLASSIFICATION OUTLINE FOR MUSIC

M		Music
	5-1459	Instrumental Music
	1495-2199	Vocal Music
ML		Literature of Music
	48-54	Librettos (texts for music)
	111-158	Bibliography
	159-3795	History and Criticism
	3800-3923	Philosophy and physics of music
	3930	Juvenile literature
MT		Music Instruction and Study
	40-67	Composition
	68	Improvisation
	70-86	Orchestra and Orchestration, Conducting, etc.
	90-145	Analytical guides
	170-810	Instrumental technics
	820-949	Singing and voice culture
	955-960	Production of operas. Music in theaters.

There are still volumes in this Library classified in the Dewey Decimal Classification System, which was used here prior to 1967. All call numbers, LC or Dewey, are in the upper left corner of the catalog card. Make your search for the book on the shelf easier by copying down the entire call number, exactly as it appears on the card. Check the first line of the call number against the large yellow charts to determine which floor the book will be on.

STYLE MANUALS

For help in the writing and mechanics of a term paper, consult one of the manuals listed below.

Ref LB 2369 H4 (Reference Desk)
Helm, Eugene. Words and Music. 1971.
Discusses procedure and form used in papers involving musical composition.

Ref LB 2369 T8 1973 (Reference Desk)
Turabien, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed., 1973.
One of the most popular manuals. Helpful for graduate students.

Ref LB 2369 T82 1976 (Reference Desk)
Turabian, Kate L. Student's Guide for Writing College Papers. 1976.
Information on planning and writing the paper, using footnotes and a bibliography. Good guide for undergraduates.

BIBLIOGRAPHIES

Bibliographies can be very helpful as one of the first steps in conducting research. They can give a broad view of the resources that are available in the field and guide the user to specific sources. There are two types of bibliographies available in the Music area: bibliographies of literature about music and bibliographies of the music itself.

For additional sources, check under the heading MUSIC - BIBLIOGRAPHY in the card catalog or ask a Reference Librarian.

LITERATURE

Ref ML 113 B43
Besterman, Theodore. Music and Drama; a bibliography of bibliographies. 1971.
A classified list of separately published bibliographies of books and manuscripts. International in scope.

Index Z 1002 B595
The Bibliographic Index. v.1, 1938+. Semiannual.
A subject list of bibliographies published separately or appearing as parts of books, pamphlets, and periodicals. Includes only bibliographies with 50 or more citations, and mainly titles in the Germanic and Romance languages. Can also include bibliographies of music.

Ref ML 113 D383 M9 1969
Davies, J.H. Musicalia: Sources of Information In Music. 1969.
A valuable survey of major sources, mostly in English. Includes facsimiles from works discussed.

Ref ML 113 D83 1974
Duckles, Vincent H. Music Reference and Research Materials. 1974.
An excellent, comprehensive list of over 1900 annotated entries. Materials are arranged by form (dictionaries, catalogs, histories, etc.) with author, title, and subject indexes.
An essential tool for serious research.

Ref ML 120 U5 H7
Horn, David. The Literature of American Music in Books and Folk Music Collections: A Fully Annotated Bibliography. 1977.
English - language materials on history, criticism, American Indian music, folk, jazz, black music, and popular music. A good guide, arranged by subject with indexes.

Ref ML 113 M33
Marco, Guy A. Information On Music: A Handbook of Reference Sources in European Languages. 1975 - (in progress)
A selective, annotated bibliography of sources in English, French, and German. Complements Duckles. Vol. 1 is Basic and Universal Sources, Vol. 2, the Americas. Projected 8 volumes.

Ref ML 128 M8 N5 1967
Nettl, Bruno. Reference Materials in Ethnomusicology: A Bibliographic Essay. 1967.
An aid to finding and evaluating general information in the field of ethnomusicology.

BIBLIOGRAPHIES OF LITERATURE (Cont.)

ML 3797 W37 (Stacks)
Watanabe, Ruth T. Introduction to Music Research. 1967.
A useful guide to the procedures, resources, and techniques of music research. The main divisions are: library orientation; the research paper; and survey of research materials.

BIBLIOGRAPHIES OF MUSIC

Ref ML 128 I65 B77
Brown, Howard M. Instrumental Music Printed Before 1600; a Bibliography. 1965.
A chronological, descriptive bibliography with contents notes. Indicates locations. Also lists works known to have existed but now lost. Well indexed.

Ref ML 105 E4 1959
Eitner, Robert. Biographisch - bibliographisches Quellen-Lexikon der Musiker and Musikgelehrten. 1959-60. 11 vols. in 6.
A scholarly tool which gives brief biographies and full bibliographies. Important for finding information about manuscripts, early editions, etc. Indicates the location of many of the items in European libraries.

Ref ML 120 U5 H6
Hixon, Donald L. Music in Early America; a bibliography of Music in Evans. 1970.
A useful and well-organized bibliography of 17th and 18th century music in America.

Ref ML 113 I6
RISM: Repertoire International des Sources Musicales. 1971-(in progress)
A catalog of most music printed between 1500 and 1800 which is now preserved anywhere in the world. Arranged alphabetically by composer's name. Locations are given. Collections and music printed in periodicals, textbooks, etc. are excluded. Will replace Eitner when completed.

Ref ML 128 S3 S31 1966
Sears, Minnie Earl. Song Index: an index to more than 12,000 songs in 177 song collections ... 1934.
Lists songs by title, composer, and author of the words. Includes foreign songs. Indexes collections published from late 1800's to 1931.

Ref ML 120 U5 S5
Shapiro, Nat, ed. Popular Music: An Annotated Index of American Popular Songs. 1973. 6 volumes.
An excellent source for locating information about popular songs written between 1920 and 1969. Songs are listed alphabetically by title under the year of its original copyright. Includes indexes by title.

DICTIONARIES AND ENCYCLOPEDIAS GENERAL

Ref ML 100 A64 1969
Apel, Willi. Harvard Dictionary of Music. 2nd ed. 1969.
Standard resource for accurate musical information of all kinds, with emphasis on the historical point of view. No biographies. Good bibliographies.

DICTIONARIES AND ENCYCLOPEDIAS GENERAL (Cont.)

Ref ML 100 M92
Blume, Friedrich, ed. Die Musik in Geschichte und Gegenwart. 1949-68. 14 volumes + supplement.
A scholarly comprehensive work in German, with international coverage. Long signed articles by specialists, lists of composers' works, extensive bibliographies. Well illustrated.

Ref ML 100 G885
Grove, Sir George. Grove's Dictionary of Music and Musicians. 5th ed. 1954. 9 volumes + supplement.
The standard encyclopedia in English covering the field from 1450, with a strong British slant. Includes music history, theory and practice, terms, biographies, songs, and lists of composers' works. Signed articles by specialists and bibliographies. A 1961 supplement includes corrections and new entries.

DICTIONARIES AND ENCYCLOPEDIAS SPECIALIZED

Ref ML 1100 C7 1963
Cobbett, Walter, ed. Cyclopedic Survey of Chamber Music. 2nd ed. 1963. 3 volumes.
The first 2 volumes contain long signed articles on subjects concerned with chamber music, including biographies. Vol. 3 is a selective survey of chamber music since 1929, with a bibliography.

Ref Folio ML 3561 C69 I4
Dellar, Fred. The Illustrated Encyclopedia of Country Music. 1977.
Biographical sketches of about 450 performers and groups in the areas of country, country rock, rockabilly, blue grass, and country gospel. A few terms are defined. Hundreds of album cover and publicity photographs.

Ref ML 102 I5 D5
The Diagram Group. Musical Instruments of the World: An Illustrated Encyclopedia. 1976.
Over 4,000 excellent illustrations of instruments of every type, drawn from authentic sources. The book conveys an understanding of the instruments' appearance, structure, physical-acoustical functioning, history and development, terminology, and mode of performance. Short bibliography, some biographical information, indexes.

Ref MT 125 D67
Downes, Edward. The New York Philharmonic Guide to the Symphony. 1976.
A broad and varied collection of essays covering 459 works of 108 composers. Historical and biographical information is included as well as musical descriptions.

ML 102 P66 K55 (Stacks)
Kinkle, Roger D. The Complete Encyclopedia of Popular Music and Jazz. 1974. 4 vols.
Vol. 1 is a good chronology of pop-music events from 1900-1950. Vols. 2 and 3 contain biographical sketches of pop/jazz people. The 4th volume contains accurate numerical listings of recordings issued on principle record labels and indexes.

DICTIONARIES AND ENCYCLOPEDIAS SPECIALIZED (Cont.)

Ref MT 95 K52 1976
Kobbé, Gustav. *The New Kobbé's Complete Opera Book*. 1976. Detailed summaries of more than 300 operas, with descriptions of the music. Arranged by century and subdivided by country. Verdi, Wagner, and Britten are covered extensively. A classic survey.

Ref ML 102 J3 S78
Stambler, Irwin. *Encyclopedia of Folk, Country, and Western Music*. 1969. Biographical information about performers, song writers, promoters, producers, etc. Some definitions of terms. Appendices include Grammy Awards, gold records, discography, and a bibliography.

Ref ML 102 P66 S8 1977
Stambler, Irwin. *Encyclopedia of Pop, Rock, and Soul*. 1977. Revised editon. Over 500 entries, alphabetically arranged. Biographical information about performers and people behind the scenes. Does include some definitions and historical information. This edition includes a short supplement in the front.

Ref ML 100 V55
Vinton, John. *Dictionary of Contemporary Music*. 1974. A handbook of 1,000 general, signed articles on topics, countries, and terms, with biographical sketches of composers. A good single source of information about contemporary music.

MUSIC HISTORY

For additional information in this area, check in the card catalog under topics such as:

MUSIC - HISTORY AND CRITICISM (subdivided by time period)
MUSIC - CHRONOLOGY
MUSIC - PERFORMANCE - HISTORY

ML 160 E462 1965 (Stacks)
Einstein, Alfred. *A Short History of Music*. 1965. An authoritative and concise history of music.

Ref ML 161 E4
Eisler, Paul E. *World Chronology of Music History*. 1972 - (in progress) A multi-volume survey of the chronology of music from 4,000 B.C. to the present. Covers forms, styles, theories and musicians.

780.9 L255 (Stacks)
Lang, Paul Henry. *Music in Western Civilization*. 1941. Covers the music of ancient times and middle ages up to the early 20th century. Very good for correlating history and music, and considered "one of the most influential of all music histories produced in America."

MUSIC HISTORY (Cont.)

ML 160 N44 (Stacks)
New Oxford History of Music. 1954-
(in progress, 11 volumes planned)
Each volume is a composit work made up of contributions by scholars of international repute and edited by a specialist in the period.

Ref ML 160 S89
Strunk, W. Oliver. Source Readings in Music History from Classical Antiquity through the Romantic Era. 1951.
Well-chosen group of 87 items extracted from the writings of musicians and critics. Excellent translations. Arranged chronologically under topics.

BIOGRAPHICAL RESOURCES

The entries in these reference sources will usually be relatively brief. Some have good bibliographies which can lead to further information. You may also try looking in the card catalog under:

COMPOSER'S NAME
MUSICIANS, AMERICAN (or any other nationality)
MUSICIANS - BIOGRAPHY
MUSICIANS - CORRESPONDENCE

Ref ML 105 B16 1978
Baker, Theodore. Baker's Biographical Dictionary of Musicians. 6th ed. 1978.
A reliable source of biographical information about musicians of all categories and nationalities, both historical and contemporary. Includes bibliographies of the musician's own works and works about him.

Ref ML 106 U3 C6
Claghorn, Charles E. Biographical Dictionary of American Music. 1973.
Short but accurate entries on over 5,000 American Composers, lyricists, musicians, and singers from the 17th century to the present day.

Ref ML 100 T47 1975
Thompson, Oscar. The International Cyclopedia of Music and Musicians. 10th ed. 1975.
One-volume general encyclopedia. Strong in biography, with detailed lists of works by major composers.

DISCOGRAPHIES

Similar to bibliographies, discographies are lists of recorded music. Often, buying information is included. For titles of additional discographies in specific areas, check Cooper's publication or the card catalog under MUSIC - DISCOGRAPHY.

Ref ML 113 C65516
Cooper, David Edwin. International Bibliography of Discographies: Classical Music, and Jazz and Blues, 1962-1972. 1975.
A thorough and accurate bibliographic guide to discographies. No annotations. Arranged by subject, composer, and performer.

DISCOGRAPHIES (Cont.)

Ref ML 156.9 H5
High Fidelity. Records In Review. 1955+
Annual publication. Latest edition in Reference, earlier editions in stacks. Long, critical signed reviews of serious musical recordings, compiled from High Fidelity magazine. Arranged by composer, includes section of "Recitals and Miscellany." Index of performers.

Current Periodicals Room
Schwann Record & Tape Guide.
A monthly list of records and tapes available from 800 firms. Contains a "new release" section. Full buying information is given for each item. Also a semiannual supplement. This Library keeps 1 year and current.

Ref ML 156 U5 A72
U.S. Library of Congress. Division of Music. Checklist of Recorded Songs in the English Language In the Archives of American Folk-Songs to July, 1940. 1942. Songs are given by title in the first two volumes and arranged by state and county in the third volume.

THEMATIC INDEXES

A thematic index is a list of compositions with bits of the actual music attached; usually the opening measures of the piece. In addition to these sources, try looking in the card catalog under:

MUSIC - THEMATIC CATALOGS
SYMPHONIES - THEMATIC CATALOGS (or any special musical form)
BACH, JOHANN SEBASTIAN - THEMATIC CATALOGS
(or any name of individual composer)

Ref ML 128 I65 B3
Barlow, Harold. A Dictionary of Musical Themes. 1948.
Contains 10,000 themes of instrumental music arranged by composers, with a notation index arranged alphabetically by the first notes of the themes. Index of titles.

Ref ML 128 V7 B3 1950a
Barlow, Harold. A Dictionary of Opera and Song Themes. 1966.
Companion volume to the above book. Contains themes from operas, oratorios, cantatas, art songs, and other vocal works. Includes a notation index and a song and first line index.

Ref ML 145 B8315
The Breitkopf Thematic Catalogue; The Six Parts and Sixteen Supplements, 1762-1787. 1966.
Facsimile reproduction of the major 18th century thematic catalog. Represents over 1,000 composers. Index of first lines, names and topics.

Ref ML 128 I65 P33
Parsons, Denys. The Directory of Tunes and Musical Themes. 1975.
About 15,000 themes, vocal and instrumental, from serious and popular music. A good companion to the older Barlow indexes.

YEARBOOKS AND DIRECTORIES

Ref ML 12 M88 1978
Musical America: directory issue. 1978.
Lists musical organizations, schools of music, publishers, festivals, orchestras, etc. Contains ads for artists available for performances. Includes international information as well as U.S. and Canada.

Ref ML 13 P39
Pavlakis, Christopher. The American Music Handbook. 1974.
Detailed information about American musical resources - performers, ensembles, festivals, industries, periodicals, etc.

INDEXES AND ABSTRACTS

The latest information on many topics will be found in periodical literature, such as magazines, journals, and newspapers. This information is not accessible through the card catalog, but can be found by using indexes and abstracts. Indexes provide citations to particular articles; abstracts also provide this plus a short summary of the article.

Index AI 3 B7 (Index Table)
British Humanities Index. 1965+ (incomplete)
Quarterly.
Some 400 British magazines and journals are indexed by subject. Includes music journals such as Tempo, Music and Letters, Music and Musicians.

Index AI 3 H85 (Index Table)
Humanities Index. v. 1, 1974+
Quarterly.
Indexes 260 English language periodicals by subject and author. Also includes an author listing of book review citations. Includes music journals such as Musical Quarterly, Music and Letters, and Opera.

Index ML 118 M86
The Music Index. v. 1, 1949+
Monthly.
Indexes by author and subject more than 300 periodicals representing various aspects of the music field. Includes obituaries, book reviews, and reviews of music performances and recordings.

Index ML 1 I83
RILM Abstracts. v. 1, 1967+
Quarterly.
International abstracts of book, articles, dissertations, catalogs, etc. Has a classed arrangement with an annual author-subject index.

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

LEARNING MATERIALS CENTER

The Learning Materials Center, located on the 3rd floor, houses an educational resources collection. The Center maintains the following collections: juvenile and teen literature, including children's song books; textbooks for grades K-12, including music textbooks; curriculum guides; information files; non-print media and audiovisual equipment. The LMC has sets of recordings such as the Norton Series, the Music Appreciation Series, the Silver Burdette Series, and a programmed ear training series.

There are also many individual classical, jazz, folk, and spoken-word recordings, along with filmstrip/cassette programs in the music education area.

THE LISTENING ROOM

The Listening Room, located on the second floor, is a gift of Thomas E. Lynch UMO alumnus. This lounge area has listening facilities and a collection of about 2,000 classical recordings, arranged by musical form. The collection is being added to continuously.

You may want to know ...

> That the Library subscribes to about 50 journals in Music. There is a list of these in the Periodicals Room. Take a copy of the list and browse through the recent issues of the journals. It is a good way to become familiar with current literature in the field.
>
> That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.
>
> That the Interlibrary Loan Department will help you obtain material that is not available at Fogler Library.
>
> That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Patricia DeSalvo
Fogler Library Reference Department
July 1979

005708

UMO

GUIDE TO SOURCES: PHILOSOPHY

SCOPE

This guide is designed to introduce the student to some of the major bibliographic tools in philosophy found in Fogler Library. It is not intended to be a complete list, but rather a selective introduction to the many sources of information available to the beginning researcher.

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CARD CATALOG

Access to books and other library materials can be gained by using the card catalog which functions as an index to a major portion of the resources found in Fogler Library.

SUBJECT HEADINGS

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to philosophy. A few examples are noted below:

ALIENATION (PHILOSOPHY)
EXISTENTIALISM
KNOWLEDGE, THEORY OF
NEOPLATONISM
PHILOSOPHERS, GERMAN
PHILOSOPHY, MEDIEVAL

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress (LC) classification system which is based on letter and number combinations. An LC call number is illustrated below.

Ref	Location symbol - Indicates the book is shelved in Reference
BJ	Class - Ethics
1199	Subclass - Religious ethics
B34	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal Classification (DDC) which was used in Fogler Library prior to 1967. These books, though older, may still be useful. All call numbers, LC or DDC, are on the upper left corner of the catalog card. Large charts near the card catalogs indicate stack locations.

RAYMOND H. FOGLER LIBRARY

LC CLASSIFICATION OUTLINE FOR PHILOSOPHY

B		Philosophy (General)
		For general philosophical treatises, see BD10-41
	69-5739	History and systems
		Including individual philosophers and schools of philosophy
BC		Logic
BD		Speculative philosophy
	10-41	General philosophical works
	95-131	Metaphysics
	143-236	Epistemology. Theory of knowledge
	240-241	Methodology
	300-450	Ontology
		Including the soul, immortality
	493-708	Cosmology
		Including teleology, space and time, atomism
BF		Psychology
BH		Aesthetics
BJ		Ethics
	1188-1500	Religious ethics
BL		Religions. Mythology. Rationalism
	175-290	Natural theology
	300-325	Mythology (General)
	425-490	Religious doctrines (General)
	500-547	Eschatology
	550-619	Worship. Cultus
	660-2670	History and principles of particular religions
		Including Brahmanism, Hinduism, Jainism
	2700-2790	Rationalism
		Including agnosticism, free thought
BM		Judaism
BP		Islam. Bahaism. Theosophy, etc.
		Islam
BQ		Buddhism
BR		Christianity
BS		The Bible and exegesis
BT		Doctrinal theology. Apologetics
BV		Practical theology
BX		Denominations and sects

BIBLIOGRAPHIES

Ref Z 7127 I5
Bibliographie de la Philosophie. Quarterly. 1937+
Abstracts important philosophical monographs. Journal articles and dissertations included through 1958.

BIBLIOGRAPHIES (Cont.)

Ref Z 7125 A1 G83
Guerry, Herbert, ed. *Bibliography of Philosophical Bibliographies*. 1977.
An attempt "to list all philosophical bibliographies published in all countries since about 1450, when printing was invented, through the year 1974." -- Introd.

Ref B 41 B3 V3
Rand, Benjamin. *Bibliography of Philosophy, Psychology, and Cognate Subjects. 2 parts*. 1905.
Although quite dated it remains one of the more important English language bibliographies. Comprises Vol. III of Baldwin's *Dictionary of Philosophy*.

Ref Z 7127 R42
Répertoire Bibliographique de la Philosophie. Quarterly. 1949+
Extensive bibliography embracing books and periodical articles in a variety of languages. No annotations.

Ref Z 1035.1 S43 1975
Sheehy, Eugene P. *Guide to Reference Books*. 9th ed., 1976.
Basic guide to reference materials in all subject fields, including philosophy and related disciplines. Useful annotations and index.

Ref Z 7125 V3
Varet, Gilbert. *Manuel de Bibliographie Philosophique*. 2 vols. 1956.
Useful French manual incorporating books and periodical articles in several languages.

Ref Z 1035 W253
Walford, Albert John. *Guide to Reference Materials*. 3 vols. 3rd ed., 1973-1977.
Similar in format and purpose to *Sheehy's Guide to Reference Books* (see above). Emphasis is on English and European titles.

BIOGRAPHICAL SOURCES, DIRECTORIES

Ref B 41 K5
Kiernan, Thomas. *Who's Who in the History of Philosophy*. 1965.
A quick reference volume for students. Succinct entries in alphabetical order by philosopher containing biographical data and an indication of each individual's major contributions.

Ref B 935 D5 9th ed 1977-79
Directory of American Philosophers. 9th ed., 1978.
Directory of philosophy faculty members of U.S. and Canadian colleges and universities. Also includes lists of assistantships, centers and institutes, societies, journals, and publishers. Names and addresses of individual philosophers provided. Companion to *International Directory of Philosophy and Philosophers* (Ref B 35 I58).

Ref LA 2311 C32 7th ed. 1978.
Directory of American Scholars. 4 vols. 7th ed., 1978.
Vol. 4 provides concise biographical sketches of scholars prominent in philosophy and religion.

BIOGRAPHICAL SOURCES, DIRECTORIES (Cont.)

Ref B 35 I58 4th ed 1978-81
International Directory of Philosophy and Philosophers, 1978-81.
4th ed., 1978.
Part one is a directory of international philosophical organizations. Part two is arranged by country, listing colleges and universities (including members of philosophy divisions), institutes and research centers, societies and associations, journals, and publishers. Several indexes. Companion to Directory of American Philosophers (Ref B 935 D5).

Ref B 43 P5 1949
Philosophers - Lexikon; Handworterbuch der Philosophie nach Personen.
2 vols. 1949-1950.
Leading biographical dictionary of philosophers. Covers all periods and nationalities. Emphasizes the latter half of the 19th century and the 20th century. Text in German. Bibliographies.

DICTIONARIES

Ref BL 31 D54 1970
Brandon, S.G.F., ed. Dictionary of Comparative Religion. 1970.
Brief explanations designed "to treat the various religions proportionately to their significance in the history of human culture." -- Preface. Bibliographic references.

Ref B 43 B713
Brugger, Walter and Baker, Kenneth. Philosophical Dictionary. 1972.
Concise explanations of philosophical terms. Adaptation and translation of Brugger's Philosophisches Wörterbush, 1967.

Ref B 43 E4
Eisler, Rudolf. Wörterbuch der Philosophischen Begriffe. 3 vols. 1927-1930.
Lengthy definitions in German of Philosophical terms together with references to their use. For the scholar. Eisler's Handworterbuch der Philosophie (Ref B 43 E32 1922) is largely a condensation of the above.

Ref BJ 1199 B34
Hanry, Carl F., ed. Baker's Dictionary of Christian Ethics. 1973.
Signed articles. Bibliographic references.

Ref B 41 L32 1976
Lacy, R.A. Dictionary of Philosophy. 1976.
Intended for the layman or student. Brief entries explaining philosophical terminology. Emphasis on contemporary English-speaking philosophy.

Ref B 42 L3 1968
Lalande, André. Vocabulaire Technique et Critique de la Philosophie.
10^{e} éd. rev. et augm, 1968.
Leading French dictionary. No bibliographies. English equivalents of French terms given. Definitions in French.

DICTIONARIES (Cont.)

Ref B 49 P4
Peters, F.E. Greek Philosophical Terms: An Historical Lexicon. 1967.
Designed for the "intermediate student' rather than the advanced scholar or beginner. Treats some of the basic concepts of Greek philosophy. Terms are transliterated directly from the Greek. References to writings of individual philosophers. English-Greek index.

Ref B 41 R8
Runes, Dagsbert D. Dictionary of Philosophy. 1942.
Concise definitions of terms drawn from all areas of philosophical thought. Now rather dated.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations. Annual. 1933+
Subject listing of all doctoral dissertations accepted by American and Canadian universities.

(On Order)
Bechtle, Thomas C. Dissertations in Philosophy Accepted At American Universities, 1861-1975. 1978.

Reference Office
Comprehensive Dissertations Index. 1861-1972, 1973+
Microfiche. Arranged by discipline, key word, and author. Attempts to list all dissertations accepted by American universities between 1861 and 1972. Many foreign institutions included. May be used as an index to Dissertation Abstracts International. Annual supplements. Please ask at Reference Desk to use.

Ref AS 30 M5
Dissertation Abstracts International. Monthly. 1938+
Abstracts of dissertations submitted to University Microfilms International by a varying number of institutions. Subject and author indexes.

ENCYCLOPEDIAS

Ref B 41 B3
Baldwin, James Mark. Dictionary of Philosophy and Psychology. 3 vols. 1901-1905.
First encyclopedic treatment of philosophy in English. Now quite dated although still useful for some topics. More concise than the Encyclopedia of Philosophy. Vol. III remains an important bibliography, see Benjamin Rand entry under "Bibliographies."

Ref CB 5 D52
Dictionary of the History of Ideas. 5 vols. 1973-1974.
Valuable studies of selected pivotal ideas in intellectual history. Interdisciplinary approach. Bibliographic references.

ENCYCLOPEDIAS (Cont.)

Ref B 41 E5
Encyclopedia of Philosophy. 8 vols. 1967.
The most important contemporary philosophical encyclopedia. Substantive articles with bibliographic references. Designed "to cover the whole of philosophy as well as many of the points of contact between philosophy and other disciplines. The *Encyclopedia* treats Eastern and Western philosophy; it deals with ancient, medieval, and modern philosophy; and it discusses the theories of mathematicians, physicists, biologists, sociologists, psychologists, moral reformers, and religious thinkers where these have had an impact on philosophy." -- Introd.

Ref H 40 A2E5
Encyclopaedia of the Social Sciences. 15 vols. 1930-1935.
First comprehensive encyclopedia for the social sciences. Noteworthy articles with recommended readings. Philosophy is considered one of the "semi-social sciences" and is represented to the extent that its "social aspects are acquiring increasing significance." -- Preface. Complemented (but not superceded) by International Encyclopedia of the Social Sciences.

Ref BL 31 E4
Hastings, James, ed. Encyclopaedia of Religion and Ethics. 13 vols. 1908-1926.
Considers religion and ethics in their broadest sense, including "articles on every religious belief or custom, and on every ethical movement, every philosophical idea, every moral practice." -- Preface.

Ref H 40 A215
International Encyclopedia of the Social Sciences. 17 vols. 1968.
Designed to complement the Encyclopaedia of the Social Sciences. Lengthy signed articles. Bibliographies. Contributors were asked to emphasize the analytical and comparative aspects of their articles.

Ref B 41 U7
Urmson, J.O., ed. Concise Encyclopedia of Western Philosophy and Philosophers. 1960.
Compact articles for the non-specialist. Not intended to be a comprehensive encyclopedia. Philosophers whose work has not been translated into English and technical issues are covered on a very limited basis. Illustrated.

GUIDES TO THE LITERATURE

Ref Z 7125 B65 1968
Borchardt, D.H. How to Find Out in Philosophy and Psychology. 1968.
Written in the form of critical essays and designed for the intelligent layman and undergraduate.

Ref Z 7125 D44
DeGeorge, Richard T. Guide to Philosophical Bibliography and Research. 1971.
Convenient annotated guide for the beginner and scholar.

Ref Z 7125 K65
Koren, Henry J. Research In Philosophy. 1966.
Subtitle: "A Bibliographical Introduction to Philosophy and a Few Suggestions for Dissertations."

HANDBOOKS, REVIEWS

Ref B 21 M3 1961a
Magill, Frank N., ed. *Masterpieces of World Philosophy in Summary Form*. 1961.
Summaries in chronological order of over 200 classic philosophical writings ranging from Anaximander's *Fragements* to Wisdom's *Philosophy and Psycho-Analysis*. Also contains a glossary of philosophical terms.

INDEXES AND ABSTRACTS

Index B 1 A1 P48
Philosopher's Index. 1967+
Covers all major English, French, German, Spanish, and Italian philosophy journals. Selective coverage for periodicals in other languages and related fields. Divided into three major parts: a subject index giving author/title data only, an author index providing complete bibliographic information together with abstracts, and a book review index.

Index AI 3 H85 (Index Table - Reference Room)
Humanities Index 1974+
Author-title index to scholarly English language periodical literature in such subject fields as philosophy, religion, classical studies, political criticism, theology, history, and language and literature. Between 1965 and 1974 it was known as *Social Sciences and Humanities Index*. From mid 1965 to 1920 it was known as *International Index* and from 1919 to 1907 as *Readers' Guide Supplement*. These older volumes are available in the Index Room (Index AI 3 S61) Coverage varies through the years.

STYLE MANUALS

Reference Desk
Ref LB 2369 T8 1973
Turabian, Kate L. *A Manual For Writers of Term Papers, Theses, and Dissertations*. 4th ed., 1973.
A popular guide. Useful for undergraduates and graduates.

Reference Desk
Ref LB 2369 M53
MLA Handbook For Writers of Research Papers, Theses, and Dissertations. 1977.
Frequently recommended.

REFERENCE HISTORIES

Some questions are better answered from a good survey history of the discipline rather than an encyclopedia or dictionary. The following titles are standard sources. They provide references for additional reading and are part of the Library's circulating collection.

B 77 B723
Brehier, Emile. *History of Philosophy*. Translated from the French.
7 vols. 1963-1969

109 C792
Copleston, Frederick. *A History of Philosophy*. 8 vols. 1946-1966.

You may want to know

That the Library has over 50 journals in philosophy. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a reference librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Thomas H. Patterson
Fogler Library Reference Department
June 1979

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UMO

GUIDE TO SOURCES: POLITICAL SCIENCE

SCOPE

This guide is designed to introduce the student to some of the major bibliographic tools of political science found in Fogler Library. It is by no means a complete list but rather a highly selective introduction to the many sources of information available to the beginning researcher.

For a good general introduction to the entire field and its evolution as a discipline, the encyclopedia articles noted below may be consulted.

Ref H 40 A215
Easton, David. "Political Science." International Encyclopedia of the Social Sciences (1968), XII, 282-298.

Ref H 40 A2E5
Heller, Herman. "Political Science." Encyclopaedia of the Social Sciences (1934), XII, 207-224.

For a selection and critical analysis of major works in the field see the appropriate chapters in the titles noted below.

Ref H 61 H69 1970
Hoselitz, Bert F., ed., A Reader's Guide to the Social Sciences. 1970.

Ref Z 7161 W49 1973
White, Carl M., ed., Sources of Information in the Social Sciences. 2nd ed., 1973.

CARD CATALOG

Access to books and other library materials can be gained by using the card catalog which functions as an index to a major portion of the resources found in Fogler Library.

SUBJECT HEADINGS

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to political science. A few examples are listed below.

AUTHORITARIANISM
COMPARATIVE POLITICS
GEOPOLITICS
GOVERNMENT, RESISTANCE TO
NATIONALISM
OPPOSITION (POLITICAL SCIENCE)
PARLIAMENTARY PRACTICE
POLITICAL SCIENCE
POLITICAL SCIENCE - HISTORY
POLITICAL SCIENCE - SIMULATION METHODS
POLITICS IN LITERATURE
POLITICS, PRACTICAL

RAYMOND H. FOGLER LIBRARY

SUBJECT HEADINGS (Cont.)

In a search for information on a particular topic the student will find a familiarity with subject headings appropriate to that subject a great help. Library of Congress Subject Headings is a guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. A reference librarian will be glad to show you how to use it. Copies may be found in the Reference Room and the card catalog area.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress (LC) classification system which is based upon letter and number combinations. The call number of a volume classified in "LC" is shown below.

Ref	Location symbol - Indicates the book is shelved in Reference
JF	Class - Political Science, general and comparative works
501	Subclass - Organs and function of government
H45	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal Classification (DDC) which was used in Fogler Library prior to 1967. These books, though older, may still be useful. All call numbers, LC or DDC, are on the upper left corner of the catalog card. Large yellow charts give the stack location of books bearing these numbers.

L. C. CLASSIFICATION OUTLINE FOR POLITICAL SCIENCE

JA		Collections and general works
JC		Political theory. Theory of the state
	311-323	Nationalism. Minorities. Geopolitics
	325-341	Nature, entity, concept of the state
	345-347	Symbolism, emblems of the state
	348-497	Forms of the state
	501-628	Purpose, functions, and relations of the state
	571-628	The state and the individual. Individual rights
JF		Constitutional history and administration
		General works. Comparative works
	201-723	Organs and function of government
	800-1191	Political rights and guaranties
	1321-2112	Government. Administration
	1411-1674	Civil service
	2011-2112	Political parties
		Special countries
JK		United States
JL		British America. Latin America
JN		Europe
JQ		Asia. Africa. Australia. Oceania
JS		Local government
	141-231	Municipal government
	241-285	Local government other than municipal
JV		Colonies and colonization. Emigration and immigration

CALL NUMBERS AND CLASSIFICATION (Cont.)

JX		International law. International relations
	63-1195	Collections. Documents. Cases
	101-115	Diplomatic relations
	120-191	Treaties
	1305-1598	International relations. Foreign relations
	1625-1896	Diplomacy. The diplomatic service
	1901-1995	International arbitration. World peace International organization
	2001-5810	International law (Treatises and monographs)
K		Law

INDEXES AND ABSTRACTS

The latest information on most topics, and often the only information on recent developments, will be found in periodical literature or related publications such as official documents, conference proceedings, and pamphlets. Such publications are generally inaccessible through the card catalog. Indexes and abstracts are the keys to this type of literature. An index is usually arranged by subject and provides a citation to a particular article. An abstracting service offers similar information but includes a short summary or description of the article. The indexes and abstracts described below should be of particular interest to the student of political studies. Most of them are located in the Index Room which is adjacent to the Reference Room.

Index JA 1 A2
ABC Pol Sci: Advance Bibliography of Contents: Political Science and Government. 1972+
Edited tables of contents from recent journals in political science and government as well as the related fields of law, sociology, and economics. Useful as a current awareness service and a guide to the literature.

Index K 9 N4
Index to Legal Periodicals. 1970+
Indexes high quality legal journals published in the United States, Canada, Great Britain, Ireland, Australia, and New Zealand. Yearbooks, annual institutes, and annual reviews also covered.

Index JX 1977 I55
International Bibliography, Information, Documentation. 1973+
Basic index and abstracting service for publications of the United Nations and related international organizations.

Index JA 1 I4
International Bibliography of Political Science. 1953+
A basic index in the field. World wide coverage of books, pamphlets, journal articles, and reports. No abstracts or annotations although references are made to abstracts in International Political Science Abstracts.

Index JA 36 I5
International Political Science Abstracts. 1951+
Covers over 500 English and foreign-language periodicals. Only about 54 of these are indexed completely.

INDEXES
AND
ABSTRACTS
(Cont.)

Index AI 21 N44
New York Times Index. 1851+
Well organized, comprehensive index to the New York Times. Gives a brief summary of articles. The scope of the New York Times is so wide that the index frequently serves as a guide to current events in other newspapers.

Index AI 3 P8
Public Affairs Information Service Bulletin (P.A.I.S.) 1915+
Indexes publications on all subjects related to current public issues. Periodicals, government documents, pamphlets, reports, and occasionally books are covered on an international basis. A well known standard source.

Index JA 1 S27
Sage Public Administration Abstracts. 1974+
Abstracts literature from periodicals, pamphlets, research studies, books, and proceedings, in such areas as administrative theory, budgeting and finance, public employment, personnel management, and administration and society.

Index AS 36 R284
Selected Rand Abstracts. 1946+
A guide to the unclassified publications of the Rand Corporation, including memoranda, reports, papers and monographs. A wide variety of subject areas related to government policy are represented.

Index AI 3 S62 (Index Table - Reference Room)
Social Sciences Index. 1974+
Index to scholarly periodical articles in the social sciences including public administration, economics, environmental science, and political studies. Follows format of Readers' Guide. Formerly known as Social Sciences and Humanities Index.

Index AI 21 T46
The Times Index. 1790+
Detailed alphabetical index to The Times (London). Also indexes related Times publications The Times Literary Supplement, The Times Educational Supplement, The Times Higher Education Supplement, and The Sunday Times.

Index JX 1977 A21
UNDEX. 1950+
References to the content of documents and other publications issued by the United Nations. Formerly known as United Nations Documents Index.

Index JA 1 U5
United States Political Science Documents. 1975+
Indexes and abstracts 120 journals published in the United States. Abstracts are descriptive.

Index AI 1 W33 W36
Washington Post Index. 1972+
Indexes local, regional, state, national and international news happenings. Descriptive entry statements but no abstracts.

BIBLIOGRAPHIES

There are numerous bibliograhies which function as guides to the literature of political science. Critical or annotated guides are frequently useful in choosing and evaluating material on a particular topic. The broad scope of political studies, however, prohibits any single bibliography from providing total coverage. A *few* of the more useful bibliographic guides are identified below. These titles are found in the Reference Room. For assistance in locating additional sources ask a reference librarian.

Ref Z 7161 B83
Brock, Clifton. Literature of Political Science; A Guide For Students, Librarians, and Teachers. 1969.
An introductory guide for undergraduate political science majors and beginning graduate students. Not intended for the specialist. A good one volume starting point.

Ref Z 6461 F62
Foreign Affairs Bibliography: A Selected and Annotated List of Books on International Relations. 1972.
A selective bibliography of outstanding books on international relations published between 1920 and 1970. Over 2,100 titles are included. Very detailed annotations.

Ref Z 7161 H27
Harmon, Robert B. Political Science: A Bibliographical Guide to the Literature. 1965. Supplements 1-3, 1968-1974.
The original volume encompasses general research materials, political science and the study of politics, comparative government, state and local government, political theory, political parties, law, public administration, and international relations. Considered somewhat uneven. Few annotations.

Ref Z 7161 A1 H35
Harmon, Robert B. Political Science Bibliographies. 2 vols. 1973-1976.
Attempts to list as many bibliographies published in political science and related fields as possible. Infrequent annotations.

Ref Z 7161 H64
Holler, Frederick L. Information Sources of Political Science.
5 vols. 1975.
Inclusive guide with annotations. 5 volumes devoted to general reference, social sciences, American government and international law, international relations, and public administration and political theory.

Ref Z 7161 L84
London Bibliography of the Social Sciences. 1931+
The most comprehensive bibliography in the social sciences. A highly regarded source. Books, phamplets, and documents listed by subject. International coverage. Based upon holdings of several notable London libraries. Frequent supplements.

BIBLIOGRAPHIES (Cont.)

Ref Z 7165 U5 M8
Muller, Robert H., Spahn, Theodore J., and Spahn, Janet M. From Radical Left to Extreme Right. 3 vols. 1970-1976.
A list of periodicals of protest, controversy, advocacy, and dissent with objective "content summaries." A unique and well executed work.

Ref Z 1035.1 S43 1975
Sheehy, Eugene P. Guide to Reference Books. 9th ed., 1976.
Basic guide to reference materials in all subject fields, including political studies and related disciplines. An excellent starting point for pinpointing reference sources. Useful annotations and index.

Ref Z 7165 U5 V67
Vose, Clement E. A Guide to Library Resources in Political Science; American Government. 1975.
Utilizes bibliographic essays to describe sources in American government. Also discusses political science library research techniques.

Ref Z 1035 W253
Walford, Albert John. Guide to Reference Materials. 3 vols. 3rd. ed., 1973-1977.
Similar in format and purpose to Sheehy's Guide to Reference Books (see annotation above). Emphasis is upon English and European titles.

Ref Z 7161 W9
Wynar, Lubomyr R. Guide to Reference Materials in Political Science. 2 vols. 1966-1968.
Extensive coverage of reference sources and scholarly monographs. Some annotations. Useful but older than some of the other guides.

REFERENCE TOOLS

Biographical guides, directories, handbooks, style manuals, and other specialized reference tools can supply you with needed information or direct you to sources containing needed information. Representative titles are noted and commented upon below.

BIOGRAPHICAL SOURCES

Ref JK 1010 A5
Biographical Directory of the American Congress, 1774-1971. 1971.
Concise life histories for all members of Congress, including the Continental Congress, up to 3 January 1971.

Ref E 176 D56
Dictionary of American Biography. 21 vols. 1943 reprint of 1928 - 1937 ed.
5 Supplements, 1977 - 1977.
Biographical studies of prominent people of all periods who lived in the United States. Does not include living persons. Provides coverage up to 1955.

Ref E 176 B575
Sobel, Robert, ed. Biographical Directory of the United States Executive Branch, 1774-1971. 1971.
Summarizes the careers of all cabinet heads, presidents, vice presidents, and presidents of the Continental Congress.

BIOGRAPHICAL SOURCES (Cont.)

Ref E 176 W6424
Who's Who in American Politics, 1977-1978. 1977.
Biographical sketches of politically prominent figures at the national, state, and local levels.

Ref folio E 747 W512
Who's Who in Government. 3rd ed., 1977.
Brief biographical entries for nearly 18,000 officials in federal, state, county, and city government.

CONSTITUTIONS

Ref KF 4527 U5 1964
Constitution of the United States of America, Analysis and Interpretation. 1964.
Complete text of the Constitution with annotations of cases decided by the Supreme Court.

Ref K BL613
Constitutions of the Countries of the World. 15 vols. 1971+
Subtitle: "A series of updated texts, constitutional chronologies and annotated bibliographies."

Ref KF 4530 C54
Constitutions of the United States, National and State. 2 vols. 1962+
Full text of the federal Constitution and the constitutions of the 50 states.

DICTIONARIES

Ref Z 691.1 P63 B4
Beck, Carl, comp. Political Science Thesaurus. 1975.
Important tool for controlling the vocabulary of political science.

Ref JA 61 H4
Heimanson, Rudolph. Dictionary of Political Science and Law. 1967.
Attempts to combine elements of political science and law. Legal citations.

Ref D 419 L36
Laqueur, Walter. Dictionary of Politics. rev. ed., 1973.
More a concise encyclopedia of people, places, and events than a glossary of terms. World wide coverage of developments since 1933.

Ref JK 9 P55 1976
Plano, Jack C. and Milton Greenberg. American Political Dictionary. 4th ed., 1976.
Eighteen broad subject categories under which related terms are listed. Definitions and a statement of significance provided.

Ref JX 1226 P55
Plano. Jack C. and Roy Olton. International Relations Dictionary. 1969.
A guide to the vocabulary of international relations and foreign affairs. Each term contains a definition and a paragraph on its significance.

DICTIONARIES
(Cont.)

Ref JA 61 P57
Plano, Jack C. and Robert E. Riggs. Dictionary of Political Analysis. 1973.
Treats several hundred terms frequently used in modern political analysis. For the undergraduate or beginning student.

Ref JK 9 S2
Safire, William. Safire's Political Dictionary. 1978.
A trenchant dictionary of contemporary American politics as opposed to formal governmental terms. Provides origins of expressions and an index of people.

Ref JK 9 S65
Sperber, Hans and Travis Trittschuh. American Political Terms: An Historical Dictionary. 1962.
Indicates origin and evolution of political terms. Standard dictionary arrangement.

DIRECTORIES

Ref F 192.3 W33
Congressional Quarterly's Washington Information Directory. Annual.
Convenient subject directory for Congress, agencies of the executive branch, and nongovernmental agencies in Washington. Useful for names, addresses, and telephone numbers.

Ref CT 120 C8
Current World Leaders. Updated monthly.
Divided into three parts: Almanac, Biography & News, and Speeches & Reports. A helpful source for locating the names of executives and cabinet heads of all independent states.

Ref JK 1118 D58
Directory of Washington Representatives of American Associations and Industry. 1978.
Lists Washington representatives of major companies, associations, unions, registered foreign agents, law firms, lawyers, and other special interest groups.

Reference Desk
Ref HS 17 G334 1978
Encyclopedia of Associations. 3 vols. 12th ed., 1978.
Basic directory for nonprofit American organizations. Encompases political parties, special interest groups, labour unions, ethnic organizations, foreign interest groups, etc. Names, addresses, telephone numbers, and publications.

Reference Desk
Ref JK 1011 U5
Official Congressional Directory. 1977. Supplement, 1978.
Valuable organizational data on Congress and the federal government including register of Senate and House officers, committee assignments, adminstrative assistants, commissions, state delegations, press representatives, and the diplomatic corps. Biographical sketches and addresses of members of Congress, executive agencies, and the judiciary.

DIRECTORIES (Cont.)

Ref AS 25 D5 5th 1975
Research Centers Directory. 2 vols. 5th ed., 1975.
Subtitle: "A guide to university-related and other nonprofit research organizations established on a permanent basis and carrying on continuing research programs...."

Ref JX 1904 A42
Yearbook of International Organizations. Annual.
Address, personnel, aims, activities, and publications of several thousand international organizations and associations.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations. Annual. 1933+
Subject listing of all doctoral dissertations accepted by American and Canadian universities.

Reference Office
Comprehensive Dissertations Index. 1861-1972, 1973+
Microfiche. Arranged by discipline, key word, and author. Attempts to list all dissertations accepted by American universities between 1861 and 1972. Many foreign institutions included. May be used as an index to Dissertation Abstracts International. Annual supplements. Please ask at Reference Desk to use.

Ref AS 30 M5
Dissertation Abstracts International. Monthly. 1938+
Abstracts of dissertations submitted to University Microfilms International by a varying number of institutions. Subject and author indexes.

ENCYCLOPEDIAS

Ref CB 5 D52
Dictionary of the History of Ideas. 5 vols. 1973-1974.
Valuable studies of selected pivotal ideas in intellectural history. Interdisciplinary approach. Bibliographic references.

Ref B 41 E5
Encyclopedia of Philosophy. 8 vols. 1967.
Substantive articles with bibliographic references. Useful for political philosophy and political ideas.

Ref H 40 A2E5
Encyclopaedia of the Social Sciences. 15 vols. 1930-1935.
First comprehensive encyclopedia for the social sciences. Lasting articles with recommended readings. Embraces all aspects of political science and related fields. Complemented (but not superseded) by International Encyclopedia of the Social Sciences.

ENCYCLOPEDIAS (Cont.)

Ref H 40 A2I5
International Encyclopedia of the Social Sciences. 17 vols. 1968.
Designed to complement the Encyclopaedia of the Social Sciences. Lengthy signed articles. Bibliographies. Contributors were asked to emphasize the analytical and comparative aspects of their topics.

Ref AE 5 M27 (on order)
Marxism, Communism and Western Society: A Comparative Encyclopedia. 8 vols. 1972-1973.
Signed articles by international authorities. Concerned with areas of disagreement between East and West. Presents opposing views. Bibliographic references.

EVENTS, REPORTS, AND OPINIONS

Current Periodicals Room
Congressional Quarterly Weekly Report. Weekly. 1953+
Authorative weekly report on Congressional activity. Useful source for voting records, election results, legislative histories, summaries of new laws, and lobbying. Older issues available in periodical stacks.

Periodical Stacks
Editorial Research Reports. 1940-1941, 1967+
Short essays on popular current affairs topics accompanied by working bibliographies.

Ref D 410 F3
Facts on File. 1970+
Index and concise summaries of world events. Loose-leaf format. Updated regularly. Older volumes in stacks.

Ref HN 90 P8 G3
Gallup, George H. Gallup Poll: Public Opinion 1935-1971. 3 vols. 1972.
Statistical findings of over 7,000 Gallup Poll reports. Supplemented by Gallup Poll: Public Opinion 1972-1977 (1978) *Ref HN 90 P8 G32.*

Ref D 410 K4
Kessing's Contemporary Archives. 1967+
British counterpart of Facts on File. Frequent updates.

Current Periodicals Room
National Journal: The Weekly on Politics and Government. 1977+
Timely reports on American government and politics. Quick reference data on current legislation, issues, and political figures. Older volumes in periodicals stacks.

HANDBOOKS, MANUALS, ETC.

Ref JK 1012 A44 1978
Barone, Michael, Grant Ujifusa, and Douglas Mathews. Almanac of American Politics, 1978. 1977.
Political, economic, and social demography of each state and Congressional district.

HANDBOOKS, MANUALS, ETC. (Cont.)

Reference Desk
Ref F 16 M12
Brunelle, Jim. Maine Almanac. 1978.
Compenduim of data on all aspects of Maine including, state government, politics, and statistics.

Ref JK 1 C66
Congressional Quarterly Almanac.
Annual survey of Congressional action. May be used in conjunction with Congressional Quarterly Weekly Report.

Ref JK 1021 C56 1976
Congressional Quarterly's Guide to Congress. 2nd ed., 1976.
Excellent guide to the background, functioning, and issues of Congress.

Ref JX 1977 A37 E9
Everyman's United Nations. 1968. Supplement, 1971.
Summary of UN activities between 1945 and 1970.

Reference Desk
Ref JK 2835 B87
Maine State Government: Annual Report. Annual.
Subtitle: "A compilation of annual reports of state departments and agencies." Each department, agency, and etc. is identified together with an explanation of its purpose, organization, background, program, address, publications, and chief personnel.

Reference Desk
Ref JK 1011 U5
Official Congressional Directory.
See annotation under directories.

Ref JF 37 P6
Political Handbook of the World. Annual.
Quick reference guide to the political status of the world's independent governments.

Ref HN 15 T37 1972
Taylor, Charles Lewis and Michael C. Hudson. World Handbook of Political and Social Indicators. 1972.
An "attempt to compare nations on a great variety of politically relevant indices..." -- Introd.

Reference Desk
Ref JK 421 A3
United States Government Manual. Annual.
Official handbook of the federal government. Indicates addresses, purposes, organization, programs, and personnel of most government agencies.

STATISTICAL SOURCES

Government Documents
American Statistics Index.
See annotation in Government Publications section.

Ref HA 744 S81 1976-77
Canada Yearbook 1976-77.
Annual statistical review of Canadian political, social, and economic developments.

Ref HA 205 A5 1973
Congressional District Data Book. 1973.
Furnishes "a variety of data from the 1970 census and recent election statistics for districts of the 93d Congress, elected in 1972." -- Introd. Congressional District Atlas: Districts of the 95th Congress (1977) *Ref G 1201 F7 U45 1977* is a companion volume.

Reference Desk
Ref HA 202 A36
County and City Databook. 1972.
Assorted data for counties, standard metropolitan statistical areas, cities, urbanized areas, and unincorporated places.

Ref HA 1122 A33
Great Britain. Central Statistical Office. Annual Abstract of Statistics. Annual.
Statistical review of the United Kingdom.

Ref JK 1967 C66 1965
Guide to U.S. Elections. 1975.
Itemized returns for presidential, Senate, House, and gubernatorial elections. Coverage extends back to the 18th and 19th centuries. A handy compilation.

Reference Desk
Ref HA 202 B87
Historical Statistics of the United States. 2 vols. 1975.
Comparative historical statistics from colonial times to 1970. (Similar compilations are available for other areas.)

Ref JK 524 G6
Scammon, Richard, comp. America at the Polls: A Handbook of American Presidential Election Statistics 1920-1964. 1965.
Reports votes, percentages, and pluralities by state and county.

Ref JK 1967 A8
Scammon, Richard M., comp. America Votes: A Handbook of Contemporary American Election Statistics. vol. 1 — , 1956+
Election returns since 1945 by state. Figures for president, governor, senator, and congressman. Maps. Useful series.

STATISTICAL SOURCES (Cont.)

Reference Desk
Ref HA 202 A3
Statistical Abstract of the United States. Annual.
Summary statistical data on the political, social, and economic organization of the United States. References to sources of additional information.

Ref HA 17 D45
United Nations. Demographic Yearbook. Annual.
Compilation of world wide data including population distribution and characteristics, natality and mortality, marriage, and divorce.

Ref HA 12.5 U63
United Nations. Statistical Yearbook. Annual.
Digest of international statistics embracing education, finance, society, manufacturing, agriculture, mining, and trade. National aggregrates.

Ref Z 7551 S84 1977
Wasserman, Paul and Jacqueline Bernero, eds. Statistics Sources. 5th ed., 1977.
Subtitle: "A subject guide to data on industrial, business, social, educational, financial, and other topics for the United States and internationally." Good starting point.

STYLE MANUALS

Reference Desk
Ref LB 2369 C3 1974
Campbell, William G. and Stephen V. Ballou. Form and Style; Theses, Reports, Term Papers. 4th ed., 1974.
A standard guide.

Reference Desk
Ref LB 2369 T8 1973
Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed., 1973.
One of the most popular manuals. Helpful for graduates.

Reference Desk
Ref LB 2369 T82 1976
Turabian, Kate L. Student's Guide for Writing College Papers. 3rd ed., 1976.
Convenient guide for undergraduates.

YEARBOOKS

Ref JK 2403 B62
Book of the States. Biennial.
Comprehensive treatment of the structure, working, finances, and activities of state government. Supplement 1: State Elective Officials and the Legislatures. Supplement 2: State Administrative Officials Classified by Functions.

YEARBOOKS
(Cont.)

Ref DA 630 A17 1978
Britain 1978, An Official Handbook. Annual.
Articles and figures on the government and economy of Great Britain.

Ref JS 301 C67
County Year Book. Annual.
Commentary on significant aspects of county government. Statistical tables. Directories. References.

Ref D 2 E8
Europa Yearbook. 2 vols. Annual.
A world survey providing political, economic, and statistical data on countries and international organizations.

Ref JA 51 I57
International Yearbook and Statesmen's Who's Who. Annual.
Brief factual data on each country of the world and major international organizations. Biographical sketches of world leaders.

Reference Desk
Ref JK 2831 M3
Maine Register. Annual.
Collection of facts on Maine state and local government. Includes a business and association directory. General index.

Ref JS 342 A2 I52
Municipal Year Book. Annual.
Topical articles on significant aspects of municipal government. Statistical tables. Directories. References.

Reference Desk
Ref JA 51 S7
Statesmen's Yearbook. Annual.
Statistical and historical treatment of countries of the world and international organizations. Useful diplomatic and agricultural data.

Ref JX 1977 A37 Y4
Yearbook of the United Nations. Annual.
Official annual summary of UN activities and decisions.

Ref JX 21 Y4
Yearbook of World Affairs. Annual.
Current topical articles by academics.

Ref HX 1 Y4
Yearbook on International Communist Affairs. Annual.
Country by country profiles of individual Communist parties. Descriptions of international Communist front organizations. Unannotated select bibliography and index of names.

GOVERNMENT PUBLICATIONS

Publications of agencies of the Maine state government are located in the Special Collections Department on Level 3. Special Collections maintains its own card catalog which includes references to state documents. There are no references to state publications in the catalogs in the Circulation/Reserve lobby.

Fogler Library is a regional depository for U.S. government publications and a partial depository for Canadian government publications. These collections are located on Level 1B. Documents Librarians are available to assist you in using these materials. The following titles should prove particularly helpful when consulting federal documents.

Government Documents
American Statistics Index (ASI). 1970+
An index to virtually all unclassified statistical publications of the federal government. Includes abstracts.

Government Documents
CIS Index; Congressional Information Service/Index to Publications of the United States Congress. 1974+
An excellent indexing and abstracting service for the working papers of Congress, i.e. hearings, committee prints, House and Senate documents, etc. Detailed indexes.

Government Documents
Monthly Catalog of United States Government Publications. 1895+
The basic bibliography and finding aid for government publications. 15,000-20,000 titles listed each year. No abstracts. Subject, author, title, series, and report indexes.

You may want to know

That the Library has over 100 journals in political science. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Thomas H. Patterson
Fogler Library Reference Department
February 1979

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UMO

GUIDE TO SOURCES: PSYCHOLOGY

RESOURCES FOR LIBRARY RESEARCH

This guide lists a few of the many sources of information available in psychology in Fogler Library. The dictionaries, encyclopedias, handbooks and other specialized tools in the Reference Room can supply needed information or direct you to sources that contain it.

Topics of current interest and reports of research in the field are found in journals and other serial publications. The abstracts and indexes found on pages 6 and 7 are keys to the material in these publications.

CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in Fogler Library.

SUBJECT HEADINGS

Each book or item included in the card catalog has an author card, a title card, and one or more subject cards. There are many subject headings related to psychology. Examples are listed below.

DEVELOPMENTAL PSYCHOLOGY
PSYCHOLOGISTS-BIOGRAPHY
PSYCHOLOGY, APPLIED
PSYCHOLOGY, PATHOLOGICAL
PSYCHOLOGY IN LITERATURE
SOCIAL PSYCHOLOGY

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress system which is based upon letter and number combinations. There are still volumes in the Library classified in the Dewey Decimal system which was used prior to 1967. These books, though older, may still be useful. Call numbers from each system are shown below.

LIBRARY OF CONGRESS		DEWEY DECIMAL	
BF	Class - Psychology	616.89 -	Diseases .89 - Psychoanalysis
575 A3	Subclass - Psychoanalysis	B513	Derived from author's name
P49	Derived from author's name		

All call numbers, LC or Dewey, are on the upper left hand corner of the catalog card and copying the entire call number as it appears on the card will make it easier to find the material in the Library. Large yellow charts near the card catalog give the stack location of books bearing these numbers.

RAYMOND H. FOGLER LIBRARY

SELECTIONS
FROM
THE
L.C.
CLASSIFICATION
SYSTEM
FOR
PSYCHOLOGY

BF		Psychology
		For ethnic psychology, see GN
		For social psychology, see HM
	173-175	Psychoanalysis
	180-210	Experimental psychology
	231-299	Sensation
	311-499	Cognition. Perception. Intelligence
	511-593	Emotion
	608-635	Will
	636-637	Applied psychology
	660-687	Comparative psychology
	683	Motivation
	698	Personality
	699-711	Genetic psychology For the psychology of mental development or evolution
	712-724	Developmental psychology
	721-723	Child psychology
	795-839	Temperament. Character
	840-861	Physiognomy
	866-885	Phrenology
	889-905	Graphology
	908-940	The hand. Palmistry
	1001-1389	Parapsychology Including hallucinations, sleep, dreams, hypnotism, telepathy, spiritualism, mediumship, clairvoyance, telekinesis
	1405-1999	Occult sciences Including ghosts, demonology, witchcraft, astrology, oracles, fortunetelling

THE REFERENCE COLLECTION

BIBLIOGRAPHY

Ref Z 7201 H28
Harvard University. The Harvard List of Books in Psychology.
4th ed., 1971.
Harvard psychologists chose the books and wrote the annotations for this bibliography. 31 useful subject categories.

Ref Z 7201 W37
Watson, Robert I., ed. Eminent Contributors to Psychology.
Volume I A Bibliography of Primary References. 1974.
Volume II A Bibliography of Secondary References. 1976.
The publications of philosophers, biologists, psychologists etc. who lived between 1600 and 1967. Major works are listed under authors' names. Most helpful when a person can be associated with a theme (e.g. behaviorism with Watson). Vol. II contains works about these individuals.

BIOGRAPHY

Ref BF 109 A1 N67
Norby, Vernon J. Guide to Psychologists and their Concepts. 1974.
Short biographical sketches of psychologists whose ideas are influential to-day. Good bibliographies.

Ref BF 109 A1 Z85
Zusne, Leonard. Names in the History of Psychology: a Biographical Sourcebook. 1975.
Biographies of deceased psychologists and individuals from other disciplines who contributed directly or indirectly to the study of psychology. Heraclitus and Schopenhauer are here along with Freud.

DICTIONARIES

Ref RC 437 A5
American Psychiatric Association. A Psychiatric Glossary; the Meaning of Words Most Frequently Used in Psychiatry. 4th ed., 1975.
Many definitions have been grouped into Tables. Legal terms, schools of psychiatry and sleep disorders are examples of terms arranged in this fashion.

Ref BF 31 B27
Beigel, Hugo G. Dictionary of Psychology and Related Fields. 1971.
A German-English dictionary.

Ref RC 437 R9
Rycroft, Charles. A Critical Dictionary of Psychoanalysis. 1968.
A specialized work which defines the terms, concepts and controversies relating to Freudian analysis.

DICTIONARIES
Cont.

Ref BF 31 W64
Wolman, Benjamin B. Dictionary of Behavioral Science. 1974.
Covers all areas of psychology and closely related fields. Definitions are clear and short.

DISSERTATIONS

Ref Z 5055 U49 D6
American Doctoral Dissertations.
An annual index of dissertations arranged by subject. Includes author index.

Microfiche. *Reference Desk*
Comprehensive Dissertation Index, 1861-1972.
More than 100 years of dissertations arranged by discipline and key words. Supplements are issued annually. Serves as a subject index for Dissertation Abstracts International.

Ref AS 30 M5
Dissertation Abstracts International
These abstracts of doctoral dissertations are issued monthly in two sections. Part A (Humanities and Social Sciences) includes educational psychology, sociology and social work. Part B (Science and Engineering) includes all other areas of psychology. The dissertations themselves are filmed and may be purchased from University Microfilms. Ask at the Reference Desk for order forms.

ENCYCLOPEDIAS

Ref RA 790 E56
Encyclopedia of Mental Health. Albert Deutsch, ed., 1963. 6v.
Much readable information about mental health written in question and answer format. Volume 6 contains a list of agencies, a bibliography and a glossary.

Ref BF 31 E522
Encyclopedia of Psychology. Editors: H. J. Eysenck, W. Arnold and R. Meili. 1972. 3v.
International in scope with European and U.S. psychologists as authors of signed articles. Material ranges from short definitions to long articles with bibliographies. Good for brief identification of concepts in psychology.

Ref BF 31 G6
Goldenson, Robert M. The Encyclopedia of Human Behavior; Psychology Psychiatry and Mental Health. 1972. 2v.
Case histories are included in articles on psychiatric disorders. Photographs and illustrations are included also. Contains a "category" index and a conventional index.

ENCYCLOPEDIAS Cont.

Ref H 40 A215
International Encyclopedia of the Social Sciences. David L. Sills, ed. 1968. 17v.
The articles and bibliographies in this encyclopedia emphasize analytical and comparative aspects of the topics covered. Its predecessor, Encyclopedia of the Social Sciences (Ref H 41 E65) is still useful for historical material.

Ref RC 334 I 57
Wolman, Benjamin B. International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology. 1977.
The newest most comprehensive work of its kind in the field today and, as such, should perhaps be checked before other encyclopedias. Covers in detail theory, research and practice in those sciences and professions dealing with the mind. Twelth volume contains list of entries, subject and author index.

HANDBOOKS

Handbooks are useful guides to specific subject areas in psychology and psychiatry. Some, like the Handbook of General Psychology and the American Handbook of Psychiatry, are good for an introduction to the field; others are for advanced undergraduate and graduate students. Representative titles and call numbers are listed below. Those without "Ref" are in the stacks.

American Handbook of Psychiatry	Ref RC 435 A562
Handbook of Abnormal Psychology	RC 454.4 E95
Handbook of Behavior Modification and Behavior Therapy	RC 489 B4 H36
Handbook of Clinical Psychology	132.075 W836
Handbook of General Psychology	Ref BF 121 W63
Handbook of Learning and Cognitive Processes	BF 311 H334
Handbook of Modern Personality Theory	BF 698 H334
Handbook of Multivariate Experimental Psychology	150.18 C295
Handbook of Psychotherapy and Behavior Change	Ref RC 480 B36
Handbook of Research Design and Social Measurement	H 62 M44
Handbook of Social Psychology	HM 251 L456

STYLE MANUALS

Ref BF 76.7 A46 *Reference Desk*
APA Publication Manual. American Psychological Association. 1974.
Originally prepared for contributors to the journals published by the APA, this manual now contains a section on student papers. Useful if APA journals are used in term papers.

Ref Z 253 C7 *Reference Desk*
Manual of Style. University of Chicago, 1969.
A helpful general guide. Good index. Clear format.

STYLE MANUALS Cont.

Ref LB 2369 T82 *Reference Desk*
Turabian, Kate. Student's Guide for Writing College Papers. 3rd ed., 1976.
Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion volume: A Manual for Writers of Term Papers, Thesis and Dissertations. (Ref LB 2369 T8 Desk)

TESTS

Ref Z 5814 P8 B932
Buros, Oscar K., ed. Mental Measurements Yearbook. 1938+
Seven volumes to date spanning the years 1938 to 1972. Classifies and reviews tests for users of standardized tests in psychology and education. Each yearbook supplements the previous volumes so they must be used together for thorough coverage.

Ref BF 698.5 B87
Buros, Oscar K., ed. Personality Tests and Reviews. 1970, 1975.
Includes all material on personality testing exerpted from the Mental Measurements Yearbooks plus new material on this subject.

Ref BF 698.5 L34
Lake, Dale, ed. Measuring Human Behavior: Tools for the Assessment of Social Functioning. 1973.
Describes 84 psychometric instruments which measure aspects of social functioning related to groups, organizations, interpersonal relationships. Includes tests not covered in Mental Measurements Yearbook.

ABSTRACTS AND INDEXES

Located in Index Room unless otherwise noted

An index is usually arranged by subject and supplies bibliographic citations to articles, books, papers etc. The citation for a periodical article contains the following elements:

CITATIONS

Name of author(s)
Title of article
Volume number and date - or date alone
Inclusive page numbers

An abstract supplies all of the above plus a summary.

Index HQ 750 A1 C47
Child Development Abstracts and Bibliography. 1927+
Publishes abstracts relating to the growth and development of children and provides more coverage in this area than does Psychological Abstracts. Includes sections on cognition, learning, perception, psychiatry and clinical psychology.

ABSTRACTS AND INDEXES Cont.

Index HB 5 C8 *Index Table - Reference Room*
Current Index to Journals in Education. (CIJE) 1969+
The primary emphasis is on education journals but it is useful for topics related to counseling, psycholinguistics and the psychology of learning.

Index R 5 I52
Index Medicus. 1960+
Monthly index to journals in the medical and health sciences. Representative psychology journals are included. Fogler Library holds few of the medical journals cited.

Index BF 1 P65
Psychological Abstracts. 1929+
The basic index to literature in the field. Lists books, periodicals, official documents and dissertations. Cumulative subject and author indexes shelved nearby.

HE 20.8109/2:
Psychopharmacology Abstracts. 1962+ *Document Depository*
Includes laboratory and clinical research reports from government and private sources on the effects of drugs on mental states.

Z 5813 R4 *Index Table - Reference Room*
Resources in Education (RIE). 1966+
May be used in conjunction with Current Journals in Education. Abstracts reports, government funded studies, convention proceedings and papers. Does *not* abstract journals. Most of the material in RIE is available on microfiche in the Microfilm room.

Index AI 3 S62 *Index Table - Reference Room*
Social Sciences Index. 1974+
Interdisciplinary author and subject index to journals in the social sciences. Organized like the Readers' Guide. Book reviews may be found at the end of each issue.

Index HM 1 S67
Sociological Abstracts. 1953+
The format of these abstracts may be confusing because of supplements but the abstracts are excellent. Particularly good for articles in community psychology and social psychiatry.

The Master Periodical List is a computer print-out listing the journal titles, newspapers and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

YOU
MAY
WANT
TO
KNOW

That the Library has over 100 journals in psychology. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Jean Campana
Fogler Library Reference Department
April 1979

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UMO

GUIDE TO SOURCES: SOCIOLOGY

SCOPE

This guide is designed to introduce the student of sociology to some of the major sources of information available in the Fogler Library. The bibliographies, dictionaries, encyclopedias, handbooks, indexes, and other specialized tools in the Reference Room can supply needed information or direct you to sources that contain it.

CARD CATALOG

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in the Library.

Each book or item included in the card catalog has an *author* card, a *title* card, and one or more *subject* cards. There are many subject headings related to the study of Sociology. A few examples are listed below.

- CRIME & CRIMINALS
- FAMILY
- HUMAN ECOLOGY
- RACE RELATIONS
- SOCIAL PROBLEMS
- SOCIOLOGICAL RESEARCH
- SOCIOLOGY, RURAL
- SOCIOLOGY, URBAN

SUBJECT HEADINGS

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and behind the Reference Desk. A Reference Librarian will be glad to show you how to use it.

CALL NUMBERS AND CLASSIFICATION

Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below:

Ref	Location symbol - Indicates the book is in Reference
HM	Class - Sociology
48	Subclass - Research
M47	Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

301.153	Class - Sociology - Social movements
M558	Derived from author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number. Large charts near the card catalog give the stack location of books bearing these numbers.

RAYMOND H. FOGLER LIBRARY

SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR SOCIOLOGY

HM	1-221	Sociology (General and Theoretical)
	251-291	Social psychology
HN	1-940	Social history. Social problems. Social reform
HQ	1-9	Social groups
	12-471	Sex relations
	503-1057	The Family. Marriage. Home
	1101-2030	Woman. Feminism
HS	1-3365	Societies: Secret, Benevolent, etc. Clubs
HT	51-500	Communities. Classes. Races.
	101-384	Urban Sociology
	401-485	Rural Sociology
	601-1445	Social classes. Slavery
	1501-1595	Races
HV	1-696	Social pathology. Social and Public welfare charities.
	697-4959	Protection, assistance, relief
	5001-5720	Alcoholism, Intemperance. Temperance reform.
	6001-9920	Criminology
HX	1-550	Socialism
	626-795	Communism
	806-811	Utopias
	821-970	Anarchism

ABSTRACTS AND INDEXES

Located in the Index Room unless otherwise noted

ABSTRACTS
AND
INDEXES

Topics of current interest, preliminary reports of fieldwork, and other research are found in journals and other serial publications. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

- Name of author(s)
- Title of article
- Name of journal
- Volume number and date
- Inclusive page numbers

An abstract supplies all the above, plus a summary or description of the article.

The following abstracts and indexes are of particular interest to the sociologist:

Index HD 4802 H85
Human Resources Abstracts 1966+
Interdisciplinary index to journals, books, documents, reports dealing with the problems of manpower, poverty, and human resources. Subject index.

ABSTRACTS AND INDEXES (Cont.)

Index HM 1 I54
International Bibliography of Sociology. 1960+
Comprehensive listing of articles, books, documents, pamphlets, etc. in many languages. Author, subject indexes.

Index HB 848 P6
Population Index. 1945+
Standard demographic source, brief articles, profiles, annotated bibliographies. Arranged by subject areas with author and country indexes.

Index AI3 P8
Public Affairs Information Service Bulletin (PAIS). 1915+
In addition to selective indexing of over 800 journals, PAIS also includes documents, reports, and pamphlets in the social sciences. Can be searched by computer 1976+. See note on last page of this guide.

Index AI 3 S62 (Index Table)
Social Sciences Index. 1974+ Formerly Social Sciences and Humanities Index. 1907-1974 (Index AI 3 S61)
Quarterly. Interdisciplinary author and subject index to journals in the social sciences. Book reviews listed at the end of each issue.

Index HV 1 A2
Social Work Research and Abstracts. 1970+
Quarterly publication containing articles in addition to abstracting around 200 journals. Abstracts arranged in broad areas. Subject index.

Index HM 1 S67
Sociological Abstracts. 1953+
International coverage from about 200 journals. Arranged by broad topics: theory of sociology, mass phenomena, social psychology, radical sociology. Subject index can be searched by computer 1963+. See note on last page of this guide.

Index HQ 1101 W6
Women Studies Abstracts. 1972+
Quarterly index to books and journals dealing with women's literature. Subject index.

Index HD 1401 W6
World Agricultural Economics and Rural Sociology Abstracts. 1965+
Comprehensive index to about 800 serials dealing with agricultural economics and rural sociology. Annual subject index.

The Master Periodical List is a computer print-out listing the titles of journals, newspapers, and indexes held by Fogler Library, Bangor Community College and the Darling Center. Copies of this list may be found in the Reference Room, the Index Room, and throughout the stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts; or pick up one of the booklets in The Current Periodicals Room listing journals the Library owns by subject. There is one for Sociology.

DICTIONARIES

Ref H 41 G6
Gould, Julius. Dictionary of the Social Sciences. 1964.
Signed articles with citations. Cross-referenced.

Ref HM 17 F3
Fairchild, H.P. Dictionary of Sociology. 1944.
An older work, but still valuable. Clear definitions of about 500 terms.

Ref HM 17 T5
Theodorson, George A. A Modern dictionary of Sociology. 1969.
Concise definitions. A good source for the beginning sociologist.

Ref HM 17 M56 1968
Mitchell, G. Duncan. A Dictionary of Sociology. 1968.
Longer definitions often include citations to other works. Considered a "standard" in the field.

DIRECTORIES, BIOGRAPHICAL

Ref HM 9 A725
American Sociological Association. Directory of Members.
Arranged alphabetically by surname. Appendices include geographical listings and areas of competence.

Ref Q 141 A47
American Men and Women of Science; Social and Behavioral Sciences.
Entries are arranged alphabetically by surname. Discipline and geographic indexes.

Ref Z 5305 U5 B56
Biographical Dictionaries Master Index.
Acts as an index to over 50 of the current Who's Who publications and other works of collective biographies.

ENCYCLOPEDIAS

Ref H 40 A2 I5
International Encyclopedia of the Social Sciences. 1968. 17v.
The articles and bibliographies emphasize analytical and comparative aspects of topics covered. Its predecessor, Encyclopedia of the Social Sciences is still useful for historical material.

Ref H 40 E5
Encyclopedia of the Social Sciences. 1937. 15v.
The first comprehensive encyclopedia of the field. Signed articles, cross references.

Ref H 41 E65 1975 v.2
Encyclopedia of Sociology. 1975.
One volume. Deals with language, theories, and the leaders of Sociology. Short entries, cross references.

Ref HV 35 S6
Encyclopedia of Social Work
Brief articles, history, biography, statistics, etc.

GUIDES AND BIBLIOGRAPHIES

Ref HM 68 B37 1976
Bart, Pauline. The Student Sociologist's Handbook. 1976.
Includes an overview of sociology, library resources, section of writing papers, etc.

Ref Z 7161 W49
White, Carl. Sources of Information in the Social Sciences. 1973.
Includes a signed bibliographic essay on sociology. Author, title, subject indexes.

Ref Z 7161 L84
London Bibliography of the Social Sciences. 1931+
Comprehensive listing of books, pamphlets, documents in several languages. Many cross-references. Worldwide scope.

Periodical
Current Sociology/Sociologie Contemporaine.
A journal issued 3/year. A basic work containing bibliographies on a variety of subjects. International coverage. (Often behind publication schedule)

Specialized:

The following is a highly selective list of bibliographies to illustrate the types of information available to you in the Library. To locate specific bibliographies check the card catalog under headings such as, "Marriage-Bibliography", "Family-Bibliography", "Mafie-Bibliography", Racketeering-Bibliography", or "Alcoholism-Bibliography." Use LC Subject Headings (p.1) is you get stuck selecting the correct heading.

Z 7164 S66 B35
Bahr, Howard M. Disaffiliated Man; Essays and Bibliography on Skid Row, Vagrancy, and Outsiders. 1970.

Z 7164 S66 S53
Wilcox, Leslie. Social Indicators and Societal Monitoring; an Annotated Bibliography. 1972.

Ref HV 6789 T48
Organized Crime; A Selected Bibliography.

Ref Z 7164 M2 I5
Aldons, Joan. International Bibliography of Research in Marriage and The Family. 1900+.

Ref Z 7164 N17 A52
Andrews, Theodora. A Bibliography of Drug Abuse, Including Alcohol and Tobacco. 1977.

Current facts and figures often can be found in one of the following statistical publications. If you cannot locate the information you need please ask a reference librarian for assistance.

STATISTICAL HANDBOOKS, YEARBOOKS, ETC.

Ref HN 15 T37 1972
Taylor, Charles Lewis and Michael C. Hudson. World Handbook of Social and Political Indicators. 1972.
The data is presented in a tabular format to allow cross-national research.

Ref Z 7551 S84 1977
Wasserman, Paul. Statistics Sources. 1977.
Although primarily commercial, one occasionally may find relevant social statistical sources.

Ref Folio Z 7554 E8 H35
Harvey, Joan. Statistics Europe; Sources for Social, Economic and Market Research.
Descriptions of main sources of statistical information arranged by country, title, organization, subject indexes.

Index HA 202
American Statistics Index
Comprehensive index to statistics published by government agencies. Descriptive abstracts included. Invaluable source.

Ref HA 202 A3 (Ref Desk)
Statistical Abstracts of the United States. Annual.
Summaries of statistics, both governmental and private. Covers numerous fields. Includes references to other statistical publications or sources. Indexed.

Ref HA 12.5 U63
United Nations Statistical Yearbook. Annual.
Summaries of international statistics. References to sources are given.

Ref HA 17 D45
United Nations Demographic Yearbook. Annual.
Covers vital statistics and characteristics of population on an international basis.

US GOVERNMENT PUBLICATIONS

Publications issued by Federal, State, and local agencies contain a wealth of authoritative and official information. The Fogler library holds publications from the U.S., Canadian, and State of Maine governments, and as a student of sociology you should familiarize yourself with the location, policies, catalog, indexes and other finding aids of the collections.

US GOVERNMENT PUBLICATIONS (Cont.)

Familiarity with the Monthly Catalog of United States Government Publications and the Cumulative Subject Index to the Monthly Catalog ... 1900-1971 will make the location of documents an easier task. These tools are located in the Document Depository on level 1B where there are also librarians to assist you to find the information that you need.

You may want to know

That the Library has over 100 journals in Sociology. There are booklets listing these journals in alphabetical order in the Periodicals Room. Take one and go from A to Z. It is a good way to become familiar with current literature in the field.

That a computer search may be run on your topic. Check with a Reference Librarian who will tell you how this is done and what it will cost.

That a Reference Librarian will help you with material described in this booklet and with any other questions you may have about the Library.

Compiled by Clara K. Flower
Fogler Library Reference Department
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